

Curriculum Vitae

Tariq Mostafa Ibrahim Salim

Senior English <>Arabic Translator & Editor

Mission Statement	<ul style="list-style-type: none"> • Providing accurate quality output that meets client requirements and timeframes. • Making your products reach the targeted customers in a simple and accurate language.
Personal Data	<p>Name: Tariq Mostafa Ibrahim Salim</p> <p>DOB: 20th March 1980</p> <p>Address: Building 373, Dept. 21, Zahraa Madinet Nasr, Cairo, Egypt</p>
Contact Details	<p>tariqsalem10@gmail.com</p> <p>tariqmostafa@gmail.com</p>
Education & Credentials	<ul style="list-style-type: none"> ✓ BA (2003), Faculty of Languages & Translation, English Simultaneous Interpreting Depart., Al-Azhar University, Cairo, Egypt (Grade: very good). ✓ Assistant Teacher of Translation Studies at the Faculty of Languages & Translation, English Simultaneous Interpreting Depart., Al-Azhar University, Cairo, Egypt ✓ Holder of a two-year Diploma in translation studies, Faculty of Languages & Translation - Al Azhar University – Cairo, Egypt. ✓ Registered for MA degree in Legal Linguistics, with specialization in International Arbitration cases.
Language Pairs	<ul style="list-style-type: none"> • English – Arabic • Arabic – English
Areas of Expertise	<p style="text-align: center;">August 2005 up to now</p> <p>I have a solid expertise in a wide range of areas gained over a long period of work and cooperation with different agencies and companies all over the world. I translate from English into Arabic and from Arabic into English with the same degree of efficiency. The key areas include:</p> <p>❖ Legal Translations:</p> <ul style="list-style-type: none"> ⇒ Dubai Court and Government of Dubai common laws ⇒ Articles of Association and Memorandums of Associations ⇒ Memorandums of Understanding ⇒ Arbitration cases ⇒ Tender Document Translations ⇒ Joint Venture Agreements ⇒ Distribution Agreements ⇒ Rent & Lease Contracts ⇒ Agency Agreements ⇒ Building, construction and consultancy agreements and contracts ⇒ Court Pleadings ⇒ Power of Attorneys, both limited and public. ⇒ Regular Materials of Qatar International Court and Dispute Resolution Center

❖ Financial Translations:

- ⇒ Translating many audit reports produced by Ernst & Young, PricewaterhouseCoopers, Deloitte, and KPMG. This included reports prepared for many big companies across the world, including but not limited to, Awal Bank, Attijariwafa Bank, and advisory reports to Central Bank of Bahrain, Qatar Financial Center, etc.
- ⇒ IPOs (Initial Public Offerings), mergers and acquisitions and financial analyses for many companies operating in the GCC countries.
- ⇒ Signature Islamic Global Equities, portfolio valuations, asset allocation, security position weights and performance measurement
- ⇒ Promotional materials for Edmond James de Rothschild.
- ⇒ Prospectus of Saudi Airlines Catering Company, Saudi Closed Joint Stock Company
- ⇒ Financial Reports and Liquidation Pleadings of AL MAL BANK LLC, Qatar
- ⇒ Advertising brochures of Attijariwafa Bank
- ⇒ Forex websites and materials for City Index.
- ⇒ Translating 70Trades website (<http://www.70trades.com/>)
- ⇒ Translating Xtrade online CFD Trading (<https://login.xtrade.com/ar/>)
- ⇒ Financial annual reports
- ⇒ Feasibility Studies
- ⇒ Annual Reports (Key highlights - Chairman's statement Chief Executive's statement - Operating and financial review - Business review - Financial highlights - Financial Review - Financing - Risk management - Financing and risk management - Environmental policy - Health and safety - Governance - Directors' report - Corporate governance - Independent auditors report - Financial statements - Consolidated balance sheet -Consolidated income statement - Consolidated statement of changes in equity -Consolidated cash flow statement - Notes to the accounts.
- ⇒ HSBC trust brochures.
- ⇒ UPS Services Tariff Guides.
- ⇒ Inflation and depression reports
- ⇒ Qualified and unqualified auditing reports

❖ Marketing, Transcreation and Copy-writing:

- ⇒ Translating Radisson SAS marketing manuals.
- ⇒ Translating a large volume marketing project for Computer Associates.
- ⇒ Nokia Mobile phone marketing materials, including the following brands, Vertu Ascent Ti, Signature, and Monika.
- ⇒ Translating Egypt Telecom advertising documentations.
- ⇒ Ministry of Labor - UAE: Strategy for Service Success (A Development Plan For Ministry Employees)
- ⇒ Business Case Study: Administration Instructions for Saudi Telecom
- ⇒ Qatar Airways Online Membership Guide
- ⇒ Swarovski Corporate brochure.
- ⇒ Translating the marketing materials for Barclays Wealth.
- ⇒ Translating code of conduct for unlimited number of companies.
- ⇒ Translating British Airways marketing brochures.
- ⇒ Translating Ace Computer product labels and brochures.
- ⇒ Translating and editing Essentra package of products.
- ⇒ Translating Coty Marketing materials
- ⇒ Translating and editing marketing materials for Shangri-La Hotel, Dubai
- ⇒ Translating and editing marketing materials for Coty
- ⇒ Translating and editing marketing materials for Eaton
- ⇒ Translating and editing marketing materials for Chanel
- ⇒ Translating and editing materials for Procter & Gamble (P&G)

❖ Fashions and Textiles

- ⇒ Translating and editing brochures for Gucci
- ⇒ Translating and editing marketing brochures for Chanel
- ⇒ Translating and editing marketing brochures and leaflets for Calvin Klein

❖ Journalism and Politics:

- ⇒ Translating regular articles for Washington Institute
- ⇒ Translating regular articles for Military Review Magazine
- ⇒ Translating regular newspaper articles on local issues.

- ⇒ Translating materials for the State Information Service.
- ⇒ A series of Al Arabiya News Channel articles
- ⇒ 5th Pan-African Conference of Ministers of Public/Civil Service: The Review Of The African Public Service Charter work plan.

❖ United Nations Publications:

- ⇒ United Nations Industrial Development Organization (UNIDO) Publication, titled: "National Industrial Strategy, Kingdom of Saudi Arabia, Industry 2020: A Prosperous and Diversified Economy"
- ⇒ Human Development Report 2006: Beyond Scarcity: Power, poverty and the global water crisis, Chapter 4 "Water scarcity, risk and vulnerability"
- ⇒ UN publications on climate change: 2006 IPCC Guidelines For National Greenhouse Gas Inventories, volume 4: Agriculture, Forestry and Other Land Use.
- ⇒ Publications of Parliamentary Assembly of the Mediterranean.

❖ Military:

- ⇒ US Government publications for US forces in Iraq, including a Manual for Military Commissions, articles written by US army leaders in Iraq.
- ⇒ Many US Army Field Manuals, including: FM 27-10 (The Law of Land Warfare) issued by the Department of Army.
- ⇒ Articles of Military Review Magazine.

❖ Technical:

- ⇒ AGT International profile and publications (a leader in security solutions).
- ⇒ Publications of Schlumberger: Schlumberger JET 01 Centrifugal Pumps Booklet, Schlumberger JET 02 Triplex Pumps Booklet, Schlumberger JET 05 low Pressure Equipments Booklet, Schlumberger Beyond Safety Manual, and Schlumberger JET 06 Bulk Plant Equipment.
- ⇒ MTN Saudi Arabia Technical Proposal For Building and Operating GSM Network In Saudi Arabia.
- ⇒ Publications of Chevron directed for Iraqi audience.
- ⇒ Documentations of Thales Rail Signaling Solutions Inc. for Dubai Metro.
- ⇒ A number of Manuals relevant to home appliances, e.g. refrigerators, hobs and ovens produced by Electrolux company.
- ⇒ Translating and editing the technical manuals of OrionPP wrapping machines.
- ⇒ Maaden Human Resource Policy Manual
- ⇒ Reverse Osmosis Manuals for PurePro Water Corp

❖ Software, Hardware and Website Localization:

- ⇒ Translating and localizing Microsoft periodical products
- ⇒ Translating and localizing Clinphone software system, both User manuals and UI prompts.
- ⇒ Localizing the pilot recruitment site for Pilotcrew (<http://www.pilotcrew.com>)
- ⇒ Localizing Linux open source platform (a large volume project of about 200k)
- ⇒ Translating and localizing Asus products.
- ⇒ Translating O2 user manuals and documentations.
- ⇒ Translating and doing the QA assignments on user manuals and documentations of MS Product Support Services (PSS), Canon, Orcas, Cisco, HP and Logitech.
- ⇒ Website for EuroMedITI (<http://www.ica.com.mt/euromediti/index.asp?lang=2>)
- ⇒ Translating number of brochures for Asus and Gigabyte.

❖ Tourism:

- ⇒ Translating marketing materials for Kempinski Hotel & Residences Palm Jumeirah.
- ⇒ Translating a big project for different hotel marketing materials over a period of six months.
- ⇒ Translating weekly advertising materials for Radisson Hotels.
- ⇒ Translating materials for Starwood Hotels and Resorts

❖ Auto:

- ⇒ Translating the documentations of Skoda and Fabia.
- ⇒ Translating a number of articles for Car Magazine on a regular basis.

⇒ Translating Ford manuals of use and specifications.

❖ **Educational:**

- ⇒ Translating many e-learning websites and educational courses.
- ⇒ Translating English town website.
- ⇒ Translating the documentation of the International Study Center at Lancaster University (<http://www.studygroup.com/isc/lancaster/arabic/index.aspx>)
- ⇒ Participating in the translation of the documentations of New York City Department of Education.

❖ **Chemicals**

- ⇒ Translating and localizing large project about specialized courses for the employees of Dow Chemical Company (project was around 200k words).

❖ **Medical and Clinical Trials:**

- ⇒ Translating and localizing Clinphone medical clinical trial system, both User manuals and UI prompts.
- ⇒ Translating clinical study entitled "Potential Discomforts and Risks Associated with Golimumab" run by Centocor.
- ⇒ Translating various clinical studies for Quintiles
- ⇒ Translating and localizing Baxter and Prismaflex dialysis devices.
- ⇒ Translating Stryker Trauma Implant devices (CE 0123).
- ⇒ Translating many medical publications about Avian flu, Pandemic flu and Medical Care.
- ⇒ Translating brochures and leaflets for Sauflon Pharmaceuticals Ltd., some products include Cyclean™ and ALL IN ONE Light.
- ⇒ Translating the regular medical brochures of The Ohio State University Medical Center.
- ⇒ Translating the brochures of Cleveland Clinic.

❖ **Patents:**

- ⇒ Translating a number of patent studies, including a study titled "DISINTEGRATIVE PARTICLES TO RELEASE - AGGLOMERATION AGENT FOR WATER SHUT-OFF DOWNHOLE"
- ⇒ Translating a recent big patent project entitled "APPLICATION FOR UNITED STATES LETTERS PATENT FOR ENVIRONMENTALLY POWERED TRANSMITTER FOR LOCATION IDENTIFICATION OF WELLBORES"
- ⇒ Translating the "Claims" sections for many patents.

❖ **Subtitling and Voice Over:**

- ⇒ Subtitling many features, trailers and episodes for many companies worldwide, including Softtiter.
- ⇒ Translating movie synopsis, commentaries, thrillers, etc

❖ **Desktop Publishing:**

- ⇒ I use publishing programs and systems like Adobe InDesign, Illustrator, Photoshop, Adobe FrameMaker, Adobe PageMaker, QuarkXpress, Microsoft Word, Microsoft Powerpoint, Broadvision Quicksilver (InterLeaf), and the LaTeX publishing system.

August, 2005–2009, Freelance translator

ES Limited (<http://www.estr.com>)

Translating and localizing many projects for Dell, Saxon bank, Microsoft products in addition to unlimited number of documentations.

November, 2006–up to now, Freelance translator

Asist Translations (asisttranslations.com)

Translating and Editing many projects in various fields, including legal, financial, certificates of birth, medical materials, museum brochures, etc.

	<p style="text-align: center;">June, 2005–up to now, Freelance translator</p> <p>Bromberg & Associates, LLC Translating and DTPEing various projects, financial, legal, medical, surveys and so on.</p>
	<p style="text-align: center;">August, 2003–up to June 2005, Full-time Translator</p> <p>AIS (Arabic Integrated Service), Translation and Localization Specialists http://www.arabic-integrated.com</p> <p>Job Title: Senior Translator/ Reviser/ Localizer/Project Manager (Eng.-Arabic)</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Conducting revisions and checking translation production. • Training and supervising a group of translators • Reviewing translators output on a daily basis. • Translating IT, technical, financial, legal, medical, commercial, scientific works/ documents. • Finding, qualifying and monitoring resources. • Translating and editing user manuals and documentation. • Coordinating with engineers, freelancers, documenters, and QA team. • Using standard localization and TM based tools: TRADOS Workbench 6.5, TRADOS WinAlign, Trados MultiTerm. <p>Localization, Translation and Revision Projects include:</p> <ul style="list-style-type: none"> ⇒ MCIT Report – HR 2003 (Ministry of Communication and Information Technology (MCIT), Egypt) ⇒ Various small and medium sized translation jobs ⇒ Panasonic CCTV camera ⇒ Nokia help projects <p style="text-align: right;">Instruction Manual for a mobile Phone</p>
	<p style="text-align: center;">September 2001 –May 2002</p> <p>Al-Manahel For Translation & Publishing</p> <p>Job Title: Translator (Eng.-Arabic/ Eng.)</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Translating legal, commercial, technical, scientific, literary, and psychological works.
Software	<ul style="list-style-type: none"> ✓ Trados Workbench, MultiTerm, Tag Editor ✓ SDLX ✓ Deja Vu ✓ Idiom WorldServer Desktop Workbench ✓ LocStudio 4.8 ✓ Adobe Acrobat ✓ Adobe Illustrator ✓ Adobe Indesign
Samples	To be delivered upon request
References	To be submitted upon request