

Mahmoud Mukarrab

Professional Translator

Cover Letter & Curriculum Vitae

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Dear M/s,

I hope you are doing well!

I would like to introduce myself as a senior financial translator (ENG<>ARA), certified professional translator (Certified PRO by Proz.com), with Six years of professional experience in one of the Big Four Audit Firm in Kuwait, particularly in the following fields:

Accounting	Annual Reports
Corporate Governance	Financial Fact Sheets
Hedging/Risk Management	Securitizations
Audit reports & MOMs	Tax Declarations
Tax appeals & Objections	Asset Management
Feasibility Studies	AML & CFT Reports
Investment Analyses	Prospectus
Risk Management	AOAs & MOIs
Legal / Commercial Agreements	Insurance Policies
Company's Brochures	General Investments
General Investments	Market Commentary
Financial Statements	Press Releases
Court Judgement	Lawyer Confirmations

I have also Nine years of experience in translating documents in various fields (legal, medical, educational, technical, e-commerce, so on).

Skills: Can provide high quality translations using the most advanced technology means, whether in terms of dictionaries, web-search, term look up, keyboard touch-typing and CAT tools. I have deep knowledge and experience in using CAT tools (MemoQ – SDL Trados), in addition to my ability to troubleshoot any issues arising from such CAT tools and even computers' hardware or software.

Certified PRO certificate along with samples of my translations in various fields are available for your reference and information upon requested.

I would be most grateful if you considered my application for translator position on a full-time basis. If we agreed to deal on a freelance basis, we can sign NDA for confidentiality purposes.

Yours sincerely,

Mahmoud Mukarrab

Personal Info:

Address: Hawalli - Kuwait

Nationality: Egypt

Marital Status: Married

DOB: 18/09/1987

Phone: +965 60672346

Email:

mmukarrab@outlook.com

Qualification

- ✓ **Bachelor degree in translation from Faculty of Languages & Translation Al Azhar University - Grade: Very Good**

I have joined the Faculty of Languages & Translation in 2005 and graduated in 2010. During these years, I have studied the simultaneous, consecutive and written translation from English to Arabic and vice versa of all different specialties. In addition, I studied English Literature, Civilization, and Arabic & English Grammar.

Professional Experience

- ✓ **Experienced Translator at Deloitte Kuwait (From August 2014 to Present)**

As a translator, I am responsible for translating documents while maintaining the precise meaning of the original text and conserving the format as much as may be possible.

Duties & Responsibilities:

- Translate financial statements, CMA & Boursa documents, CBK circulars, Decrees of law, tax declarations, objections, appeals, tax assessments, court verdicts and other materials following established rules pertaining to factors, such as word meanings, sentence structure, grammar and punctuation with great accuracy and appropriate speed.
- Use the Internet as a research source at every stage of translation process.
- Issue reports and keep in touch with the author/sender of the document in order to resolve issues related to the translation with the purpose to produce documents of high quality.
- Sometimes provide consecutive translation of spoken language.
- Perform miscellaneous job-related duties as assigned (e.g. editing, proofreading etc.).
- Inform the manager about the progress of the work and any related problems arising in the course of translation.

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- ✓ **Translator at Ibn-Khaldoun Translation Office – Kuwait (From Sep. 2012 to July 2014)**

Worked as a translator for a translation office providing a translations to clients where needed. Involved translating documents and ensuring that the translation relay the intended message as clearly as possible.

Duties & Responsibilities:

- Translates a variety of documents including literary, legal, research, technical, scientific, educational, and commercial materials.
- Reads materials, ascertains understanding of the meaning and context, and translates making sure to preserve the original meaning.
- Consults with subject matter experts and other colleagues in order to understand specialized concepts and translate them appropriately.
- Refers to online translation tools for additional assistance with translation.
- Provides clients with quotes based on project length and level of complexity.
- Follows up with clients to ensure satisfaction and understanding.

✓ Arabic Linguist at ES Ltd. – Cairo (From Sep 2010 to August 2012)

Worked as translator providing a variety of language and language-related services. This included localization, web site testing, editing and proofreading. I used to carry out translation in a variety of environments including commercial CAT tools, client-developed CAT tools, content management systems, and content generation systems.

Duties & Responsibilities:

- Translation of content for Sony Ericsson website
- Website testing for Hotels.com
- Translation of content for Expedia.com directly into their content management system
- Localization of Microsoft Exchange Server 2010 UI and documentation
- Translating manuals and websites for Nikon
- Translating automotive and home machinery manuals

Key Skill & Competences

- ✓ Familiar with translation CAT tools such as SDL Trados 2017 and MemoQ 2015.
- ✓ Able to work to tight deadlines.
- ✓ Excellent reading and comprehension skills in both Arabic & English
- ✓ Good computer and keyboarding skills
- ✓ Professional use of Microsoft Office (Word, Excel and PowerPoint)
- ✓ Professional in Arabic and English ***Touch Typing*** (45 words per minute for Arabic and 35 words per minute for English)
- ✓ Professional use of Computer, Internet browsing and searching

Certificates

2005 –2010

- Bachelor Degree in Translation (English & Arabic)

2009

- Effective Negotiation & Communication Skills Workshop

2009

- Interpersonal Communication Skills Workshop Course

2011 - 2017

- Professional Usage of CAT tools including: (SDL Trados – MemoQ)

2018

- Certified Professional Translator from Proz.com