Fahad M. Al-Qahtani

Professional translation

*2005 - Present*

Translations topics included but were not limited to:

* Engineering reports.
* HR Policies.
* Procurement and accounting policies.
* Psychology psychometric tests.
* Educational resources.
* Organization's internal memos.
* Spare parts list.
* Financial statements.

*From April 2011-Nov 2014*

As a learning and development specialist, my duties also included:

* Translating Engineering reports and all corporate announcements.
* Interpretations from English to Arabic and Arabic to English during workshops.

Volunteering

* Since 2016, I have translated more than 300 pages and posted it at my following website:

<http://naji-survivor.mystrikingly.com/>

* Educational Booklets for Children for Kid Power (NGO):

**Arabic Kid power Coloring Book:**

<https://www.kidpower.org/library/kidpower-coloring-book/>

**Kid power 30-Skill Challenge Handbook:**

<https://www.kidpower.org/kidpower-30-skill-challenge-coaching-handbook/>

* Website content for International Children Digital Library (My name is the 10th in the list):

<http://en.childrenslibrary.org/people/translators.shtml>

* 2019: Admission policy and Curriculum statement of micro schools for Bahrain trust foundation:

<https://www.bahraintrust.org/>

EDUCATION

Jan 1995 - Jun 2002 King Fahad University of Petroleum and Minerals (KFUPM)- Saudi Arabia *Industrial engineering, Bachelor(BSc/BA),*

OTHER CERTIFICATES

2014 Persuasive Communicator (attendance), Saudi Arabia

2013 Train Of Trainer Boot Camp ASTD, Saudi Arabia

2009 Train Of Trainer TVTC, Saudi Arabia

2012 HR strategy BizConfo, Saudi Arabia

2008 Certified internal Auditor, Saudi Arabia

SOFTWARES

* Wordbee (CAT Tool)
* Windows & Office: Skillful in Word, excel & power point.

REFERENCES

**Abdulhafeez Khomais**, owner of AL-MUTARJEM translation agency.

Email: creative.mutarjem@gmail.com

Mobile: 00966505700609