



Khalid Mustafa

A SWORN LEGAL TRANSLATOR
CUM ARABIC COPYWRITER &
EDITOR

Details

Al Jurf 2, Garden City, J6- 402

Ajman

UAE

0569399049/0585481969

kmlt.dxb16@gmail.com

NATIONALITY

Sudanese

DRIVING LICENSE

Have Valid DL

DATE / PLACE OF BIRTH

27-05-1969

Khartoum- Sudan

Links

[LinkedIn](#)

[Facebook](#)

Skills

Computer Skills

Time Management

Leadership

Hard Working

Highly organized and efficient

Teamwork

Hobbies

Reading, Watching Movies &
Writing (short stories, 2 novels
under completion)

Languages

Arabic

English

German

Profile

Highly skilled and experienced Sworn Legal Translator with a strong background in translating Legal Documents in English, and Arabic. Bringing forth an excellent command of these two languages, and a track record of impeccable proofreading, editing, and translating. Adept in accurately assessing the context of material, and translating it in an understandable and appropriate way. Bringing forth a positive work ethic and a commitment to efficiency and integrity.

Employment History

Operation Manager, Alif Global Legal Translation Services, Dubai

JANUARY 2019 – PRESENT

- Managed and coached several company employees, and assigned and evaluated workloads to ensure productivity.
- Interviewed applicants and hired new qualified staff members that contributed to company success.
- Initiated purchase order requests and led staff performance to meet the needs of clients.
- Supervise all normal/legal translation activities.
- Coordinated and conducted performance reviews and operations to guarantee best-effort results.
- Utilized excellent problem-solving skills to ensure 100% customer satisfaction.

Senior Translator, Al Thiqa Legal Translation , RAK

JANUARY 2018 – JANUARY 2019

- Finished each job with accuracy and timeliness.
- Provided translation services in a variety of settings.
- Utilized subject matter expertise and legal knowledge to offer the most detailed and efficient translations possible.
- Maintained a high degree of professionalism at all times.
- Consistently adhered to the principles of Legal Translation applied by Ministry of Justice.
- Trained new employees in the theories and practices of legal translation.

Translator Cum Arabic Copywriter& Editor, Abu Dhabi Urban Council, Abu Dhabi

JUNE 2015 – MAY 2016

- Wrote press releases, flyers, billboards, slogans, & catalogues related to ADUP (Abu Dhabi Urban Planning Councils & Abu Dhabi Executive Council).
- Worked closely with others within the creative department in brainstorming sessions.
- Satisfied the needs of Corporate Communication Units and the requirements of the various projects of translation, proofreading & copywriting.
- Was able to work well under pressure.
- Produced creative concepts for major product launches.
- Assisted the Line Manager with daily tasks and duties as needed.

Consecutive Interpreter, Partimer, Dubai, Abu Dhabi, Manama, ... etc.

MARCH 2014 – PRESENT

- Led consecutive interpretation activities in training courses for Police Forces arranged by American and British coaches in Dubai, Abu Dhabi & Manama (Bahrain).
- Led consecutive interpretation activities in Expertise Sessions arranged by financial and technical experts delegated by UAE Courts for arbitration sessions seeking the resolution of different types of disputes.

Senior Translator, Unique Legal Translation, Abu Dhabi

MARCH 2013 – JANUARY 2016

- Finished each job with accuracy and timeliness.
- Provided translation services in a variety of settings.
- Utilized subject matter expertise and legal knowledge to offer the most detailed and efficient translations possible.
- Maintained a high degree of professionalism at all times.
- Consistently adhered to the principles of the Legal Translation applied by Ministry of Justice.
- Trained new employees in the theories and practices of translation.

Senior Legal Translator, Emirates Secretarial Services, Dubai

DECEMBER 2010 – JANUARY 2013

- Finished each job with accuracy and timeliness.
- Provided translation services in a variety of settings.
- Utilized subject matter expertise and legal knowledge to offer the most detailed and efficient translations possible.
- Maintained a high degree of professionalism at all times.
- Consistently adhered to the principles of the Legal Translation applied by Ministry of Justice.
- Led three way telephone calls when necessary and translated pertinent information to each party.

Translator, Translation Gate Services

SEPTEMBER 2009 – OCTOBER 2010

- Read given material and research industry-specific terminology.
- Converted texts from English to Arabic and vice versa.
- Ensured translated content conveys original meaning and tone.
- Cross-referenced specialized dictionaries and translation tools to check quality of translation.
- Proofread translated texts for grammar, spelling and punctuation accuracy.
- Followed up with internal team members and clients to ensure translation meets their needs.
- Edit content with an eye toward maintaining its original format (e.g. font and structure).
- Network with field experts to stay current on new translation tools and practices

Translator, Faiz Abulaban Certified Translation, Jeddah

AUGUST 2005 – JULY 2009

- Read given material and research industry-specific terminology.
- Converted texts from English to Arabic and vice versa.
- Ensured translated content conveys original meaning and tone.
- Cross-referenced specialized dictionaries and translation tools to check quality of translation.
- Proofread translated texts for grammar, spelling and punctuation accuracy.
- Followed up with internal team members and clients to ensure translation meets their needs.
- Edit content with an eye toward maintaining its original format (e.g. font and structure).
- Network with field experts to stay current on new translation tools and practices

Teacher of English Language, Ministry of Education K.S.A, Abha, Makkah, ...etc.

NOVEMBER 1999 – JULY 2005

- Promoted teamwork through group-oriented experiences.
- Worked to meet education standards and enlighten students.
- Taught students with various learning needs and helped them achieve their greatest potential.
- Fostered positive relationships with students and encouraged them every step of the way.
- Facilitated meaningful learning experiences on a daily basis.
- Communicated with parents and family members of students in a positive and constructive way.

Teacher of English Language, Ministry of Education, Sudan, Khartoum

AUGUST 1996 – NOVEMBER 1999

- Promoted teamwork through group-oriented experiences.
- Worked to meet education standards and enlighten students.
- Taught students with various learning needs and helped them achieve their greatest potential.
- Fostered positive relationships with students and encouraged them every step of the way.
- Facilitated meaningful learning experiences on a daily basis.
- Communicated with parents and family members of students in a positive and constructive way.

Education

Bachelors in English & Linguistics, Faculty of Arts, Khartoum

FEBRUARY 1991 – APRIL 1995

References

References available upon request