Curriculum Vitae

|  |  |
| --- | --- |
| **Name** | Khalid Ibrahim Arbab  |
| **Nationality**  | Sudanese |
| **Languages**  | Arabic & English  |
| **Marital Status** | Married with 5 children |
| **Contact Information** | Mobile No.: +974-55216004, e-mail: khalid\_arbab@yahoo.com |

**Objective:** to continue my career as a translator in a challenging and progressive environment, where my bilingual skills and experience can be utilized effectively to achieve the organization objectives.

MAJOR ACHIEVEMENTS

* Drafted Qatar Petroleum (QP) Arabic Style Guide for Business Writing (my service was terminated before the completion due to slump in oil prices and COVID-19 pandemic).
* Deliver translation, on urgent basis, of various documents (memoranda, letters, reports, press releases, Q & A, presentations, minutes of meetings) to Odor Complaints Investigation Taskforce (consisted of: Qatar Petroleum, Ministry of Interior, Ministry of Environment and Qatar Meteorology Department). The challenge was timely completion of the translation assignments to meet the set deadlines and submit the findings and recommendations.
* Translation of Ras Laffan induction and documentary films “the Story of Ras Laffan” presented to delegates, guests and visitors to Ras Laffan Industrial City.
* Translation of booklets and leaflets on environment conservation programme such as conservation of marine turtles, mangrove, wild life plants, oryx, lizard, etc.
* Translation of emergency preparedness and response plan for Gas Distribution Station Facilities and Qatar Petroleum, oil and gas pipelines distribution network.
* Translation of H2S training course material.
* Translation web content of Ras Laffan Emergency and Safety College.
* Translation of booklets for Aspire Zone and articles published in the local newspapers and QP’s monthly magazine “Al Mashaal” (available upon request).

PROFESSIONAL EXPERIENCE

**Translation Specialist, FIFA World Cup Qatar 2022 TM Safety and Security Operations Committee, October 2020 – March 2021**

1. Delivery precisely and timely translation of a wide variety of written documents from English into Arabic and vice versa such as matrix, presentations, reports, questionnaires, booklets, minutes of meeting etc. addressing various issues such security and safety operations, of competition and non-competition venues, infrastructure, fan zones, security systems and equipment etc.
2. Provide consecutive and whispered interpretation for different events and tournaments such as FCWC 2020, AFC (East) & (West), Amir Cup in the Tournament Command Centre (TCC).
3. Deliver interpretation and translation of technical terminology and provide explanations to facilitate communications and proofread, edit, and revise, as necessary, to ensure accuracy and appropriate language style.
4. Localization of sports security and safety terminology to meet audience requirements (security agencies, officials, fans/spectators, public and media) to ensure translated content conveys original meaning and tone. Stakeholders includes FIFA, AFC, Supreme Committee for Delivery & Legacy, Q22, ministries, private security companies etc.

**Administration Supervisor: Qatar Petroleum, Ras Laffan Industrial City (RLIC), Feb. 2017 – June 2020 (although I was re-designated but continued to perform translation works)**

1. Precisely and timely translation of a wide variety of written documents from English into Arabic and vice versa in different fields such as engineering, building and construction, maintenance, HSE, legal, marine & navigation, security, finance, business & investment, human resources, education, procedures, manuals, media and advertisement from Arabic to English and vice versa in such a manner that the translation will be a finished product ready for publication or dissemination
2. Deliver high quality interpretation and translation of technical terminology and provide explanations to facilitate communications, edit and revise, as necessary, to ensure accuracy and appropriate language style.
3. Resolve translation and editorial issues such as clarification of ambiguities and technical meanings. Cross-reference specialized dictionaries and translation tools to check quality of translation to ensure translated content conveys original meaning and tone.
4. Drafting Arabic correspondence addressed to various levels, including letters to Their Excellences the ministers, senior officials in the state, government institutions and private organizations.
5. Provide human resources and administrative services to RLC management and personnel.

**Translator, Qatar Petroleum, Ras Laffan Industrial City (RLIC), April 2007 – Feb. 2017**

Key Accountabilities:

1. Precisely and timely translation of a wide variety of written documents from English into Arabic and vice versa in different fields such as engineering, building and construction, maintenance, HSE, legal, marine & navigation, finance, business & investment, security, administration, human resources, education, procedures, manuals, media and advertisement from Arabic to English and vice versa in such a manner that the translation will be a finished product ready for publication or dissemination
2. Deliver interpretation and translation of technical terminology and provide explanations to facilitate communications and proofread, edit, and revise, as necessary, to ensure accuracy and appropriate language style and Treat full translation materials with the upmost level of sensitivity and confidentiality.
3. Drafting Arabic correspondence addressed to various levels, including letters to Their Excellences the ministers, other senior officials in the state and private organizations.
4. Resolve translation and editorial issues such as clarification of ambiguities and technical meanings or any other field that may arise. Cross-reference specialized dictionaries and translation tools to check quality of translation to ensure translated content conveys original meaning and tone.

Technical Clerk (Bi-lingual): QP, Ras Laffan Project (RLP), March 1995 – January 1997

Key Accountabilities:

* Preparing, drafting and typing different types of correspondence.
* Typing tender/contract documents and bulletins, minutes of meetings, faxes, memos, letters, reports, forms of agreement etc. and performing document control activities.

**Clerk/Typist (Bi-lingual): Qatar Petroleum, Recruitment Division (HRR), Dec. 1994 – Feb. 1995**

Key Accountabilities:

* Various recruitment functions including screening tests and interviews for overseas and loal candidates (including job applications; interview schedules, offer letters, visa applications, air flight booking, medical examination, hotel accommodation, transportation and offshore and onshore gate pass).
* Preparing employment contracts (casual, special, definite, and indefinite) based on offer letter, and salary proposal. Calculate commissions of overseas manpower and recruitment agencies.

**Data Entry Clerk: Civil Service Bureau, August 1994 – Dec. 1994**

Key Accountabilities:

* Updating and maintaining confidential data and records related to administration and personnel such as yearly bonus, salary increment, promotions, transfers and all types of leave (split, annual, compassionate, maternity, escort, …etc.) for the employees of ministries and other governmental entities.

SKILLS AND PROFICIENCIES

* Over 14 years of proven experience in translation (Arabic into English and vice versa). Good command of verbal and written Arabic and English languages with communications aptitude to prepare well-organized and accurate documents.
* Attention to details, ability to work autonomously or part of team.
* Ability to work in a high pressure, workload environment and meet deadlines.

EDUCATION

* B.A. Economics, University of Madras, India
* Post Graduate Diploma in Teaching English as a Foreign Language, the College of Education, University of Bahri – Sudan.
* Translation Course, Khartoum International Academy of Journalism, Khartoum, Sudan.

PROFESSIONAL AFFILIATIONS

* Member of the translator network ProZ.com.

TRAINING COURSES AND WORKSHOPS

* Legal Translation - Translation and Interpretation Institute (TTI), Hamad Bin Khalifa University, Doha.
* Translating Sports Workshop, Translation & Interpretation Institute, Doha.
* Arabic Business Writing, Translation & Interpretation Institute, Doha.
* Audiovisual Translation: Subtitling, Translation & Interpretation Institute, Doha.
* Advanced interpreting, Translation & Interpretation Institute, Doha.
* Interpreting Basics, Translation & Interpretation Institute, Doha.
* Professional Interpreting, Translation & Interpretation Institute, Doha.
* Revision & Quality Assurance, Translation & Interpretation Institute, Doha.
* Audiovisual Translation Workshop, Translation & Interpretation Institute, Doha.
* Introduction to Simultaneous Interpretation, Al Jazeera Media Training & Development Centre, Doha.

COMPUTER SKILLS

* Windows, Word, Excel, Power Point, Internet Explorer, Lotus Notes, SAP.

**REFERENCES**

* Mr. Ali Said Al-Shanfri, HSSE Manager (RLIC), QP, Tel. No. 50115277, email: alshanfari@qp.com.qa
* Mr. Hilal Jeham Al-Kuwari, President of Aspire, Tel. No. 55509006.
* Mr. Abdullatif Ibrahim Al Mohanadi, Sr. Advisor, QP, Tel. No. 55544740, email: i\_almohandi@qp.com.qa,

\*\*\*\*\*