# Tharwat Mukhtar

## Arabic Linguist

New Cairo, Egypt +201000176608 sm_way@ymail.com
tharwatmukhtar@gmail.com

## PROFESSIONAL SUMMARY

A multi-skilled, reliable and talented translator with a proven ability to translate from English to Arabic and vice versa. A quick learner can absorb new ideas and communicate clearly and effectively with people from all social and professional backgrounds. Well mannered, articulate and fully aware of diversity and multicultural issues. Flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional roles and boundaries.

## SKILLS

- Language Proficiency
- Cultural Awareness
- Attention to Detail
- Research Skills
- Writing Skills
- Problem-solving skills
- Translation verification
- Screenshots Review
- Time Management
- Technical Skills
- Specialization
- Communication Skills
- Adaptability
- Quality assurance processes
- Document evaluations
- Websites and Apps testing

## WORK HISTORY

### TRANSLATOR AND QUALITY MANAGER

*02/2014 - Present*

**TransPerfect | Remote**

- Translated documents between English and Arabic.
- Post-edited machine translated documents.
- Reviewed, edited and proofread translated documents for accuracy.
- Improved readability of translated materials by employing advanced proofreading techniques and meticulous editing skills.
- Replicated flow, style and overall meaning of original texts.
- Developed a strong working knowledge of industry-specific terminology through extensive research and continuous professional development.
- Researched cultural etiquette and specific use of slang words.
- Completed precise translations of official documents with correct words and phrasing to meet legal standards.

### TRANSLATOR AND REVIEWER

*10/2014 - Present*

**HighTech Passport | Remote**

- Translated documents between English and Arabic.
- Reviewed, edited and proofread translated documents for accuracy.

### IN-HOUSE TRANSLATOR AND REVIEWER

*03/2011 to 01/2015*

**Ocean2gulf | Cairo, Egypt**

- Researched legal and technical phraseology to ensure the correct translation is used.

- Provided guidance, feedback and created customer -specific style guides.
- Translated documents/letters from English to Arabic and vice versa.
- Reviewed and proofread mother -tongue texts.

## ACCOMPLISHMENTS

- Participated in significant projects including translation of medical and life science materials, medical devices, legal documents, financial articles, and websites.
- Successfully translated materials for major companies like Pfizer, IQVIA, Elsevier, Roche, Haas Automation, and La Prairie, MyTheresa and PayPal websites.
- Translated over 1 million words in medicals and technical documents with 98% accuracy rate.
- Delivered most projects on time, ensuring 100% client satisfaction.

## EDUCATION

**Bachelor of Arts** | English Language *06/2010*

**Faculty of Languages and Translation, Al-Azhar University | Cairo, Egypt**