**Mobile: +966 500705972**

**Email: eng\_trans2@hotmail.com**

**Location: Riyadh, Saudi Arabia**

**Salah Khalifa**

**Career Summary and Achievements**

Currently employed with Food and Agricultural Organization of the United Nations (FAO) in Riyadh, Saudi Arabia.  
  
Over 11 years’ experience working as executive assistant and translator with UN, public and private sector.  
Over this period I have gained experience in Operations, Project Management, HR, Translation and Administrative Operations.   
  
Currently working as a Executive Assistant to the FAO Representative in Saudi Arabia since February 2018. I have spent the last 11 years working for the Saudi Telecom Company (STC) as a translator, then for Prima Law & Consultations Office - Saudi Arabia, In association with Trowers & Hamlins LLP as a translator and executive assistant.

In December 2019, I have been identified as one of the best 100 Young Employees in FAO worldwide. It is an initiative launched by FAO Director-General "the 2019 Employee Recognition Initiative" as part of an annual recognition and celebration of the diversity of FAO employees and of their contribution to the work of the Organization around the world.

**Key Skills**

I have considerable knowledge of the UN systems and project cycles. I am very familiar with FAO systems and have including FPMIS, PIRES, GRMS and COIN. I am also familiar with FAO Project Cycle and have participated in the identification and formulation phases of some projects. I have good supervising skills. My oral and written communication skills are very good. I can effectively plan, direct, and supervise the work of skilled and unskilled workers.

**Education**

***Education One:***

* **Degree:** Bachelor’s degree in English Literature and Translation,
* **University:** Beni-Suef University, Egypt
* **Status:** Graduated
* **Graduation Year:** 2008

***Education Two:***

* **Degree:** Master of Business Administration (MBA),
* **University:** Arab Academy for Science and Technology and Maritime Transport, Graduate School of Business, Alexandria, Egypt
* **Status:** In progress
* **Graduation Year:** 2022

**Professional Experience**

**February 2018 – Present Executive Assistant and Translator,**

**Food and Agricultural Organization of the United Nations (FAO) – Riyadh, Saudi Arabia**

Under the direct supervision of the FAO Representative and Programme Director in the Kingdom of Saudi Arabia, I am responsible for, among others, the following:

Key Tasks and Responsibilities:

* Perform translation from Arabic into English and vice versa for correspondence, presentations, project documents, logical framework, memorandums of understanding, letters of engagement, agreements and others;
* Translate and review all project documents, concept notes, project agreements, MoUs and Logical Framework Matrices.
* Translate official correspondences with the Ministry of Environment, Water and Agriculture;
* Provide the required support to experts in preparation of project concept notes and project documents and create the concept not in FPMIS, and follow up with related officers for their technical clearance.
* Review and manage a large volume of complex correspondence and documentation, some of which of confidential nature;
* Manage data and keep records and archives of correspondences and documents;
* Coordinate with office staff for timely delivery of activities and tasks, and organize their outputs;
* Display of analytical skills in proofreading and editing required documents, maintaining high-quality level of professionalism.
* Communicate and follow up programme director’s instructions to experts, consultants and other staff members;
* Follow up with consultants, experts and officers for the preparation of reports, concept notes, project documents, and other documents, review the same and make changes in terms of format and style;
* Assist office support staff through provision of information and data required, reviewing the format and style of their outputs prior to submission;
* Organize and maintain FAOR calendar, arrange appointments, organize high-level meetings, and take notes and prepare minutes;
* Screen email received via FAO-SA, arrange per topic and field, submit to FAOR or Administrative Officer to instruct as appropriate, and follow up and follow up on required actions;
* Draft official letters for the PD/FAOR to be sent to the Ministry and other institutions;
* Organize and register of all PD/FAOR incoming and outgoing official communications;

**January 2013 – Feb 2018 TRANSLATOR & EXECUTIVE SECRETARY**

**Prima Law & Consultations Office - Saudi Arabia, In association with Trowers & Hamlins LLP, Riyadh, Saudi Arabia**

Working as a full-time translator and Office Manager for the President of Prima. Assisting legal team with all data and information and assisting the team in providing legal consultations services to clients. Converting documents and articles from one language into another and ensuring that the finished converted articles and reports relay the intended message as clearly as possible through thorough proofreading.

Key Tasks and Responsibilities:

* Translate from English into Arabic and vice versa for Consultancy Agreements, Service Agreements, Official Deeds, Power of Attorney, Contracting Agreements, Laws and Regulations, memorandums of understanding and Request for Proposals.
* Translate PowerPoint Presentations, Offers and Brochures.
* Translate email communications for service request from office clients.
* Review and proofread the translation of other junior translators.
* Prepare reports, memos, letters, and other documents as required.
* Act as the point of contact among executives, employees, clients and other external partners.
* Manage information flow in a timely and accurate manner.
* Manage executives’ calendars and set up meetings.
* Oversee the performance of other clerical staff.
* Screen and direct phone calls and distribute correspondence.
* Organize and maintain the office filing system, maintaining corporate documents, records and reports.
* Maintain a quality control check on all Departmental reports as well as financial and technical proposals submitted to potential clients.
* Check, sort, and distribute incoming e-mails.
* Research legal & technical phraseology to ensure the correct translation is used.
* Provide regular reports to senior management about work progress.
* Provide our legal advisors and lawyers with the needed support to facilitate performing their tasks.

**March 2010 – January 2013 TRANSLATOR**

**Saudi Telecom Company (STC), Riyadh, Saudi Arabia**

Key Tasks and Responsibilities:

* Translate all work procedures and process upon the trial and commercial launch of new services.
* Translate daily SMSs & Emails sent to Field Operation Technicians.
* Regularly update the English version of Hyacom Website (internal website for FO GM).
* Prepare PowerPoint Presentation for Planning and Development Department.

**December 2008 – July 2009 TRANSLATOR**

**Dar Al-Farouk for Cultural Investments, Cairo, Egypt**

Key Tasks and Responsibilities:

* Translate books from English into Arabic in HR, Financial, Management, etc.

Books I translated:

* Formula 2+2 the Simple Solution for Successful Coaching
* Family Inc.

**Certificates**

* FAO Project Cycle Fundamentals
* Country Annual Reports 16-12-2019
* Ethics and Integrity at the United Nations 13-12-2019
* NSHR Recruitment Process - Hiring Managers 27-1-2020
* Operational Partners Implementation Modality (OPIM) (English version) 26-10-2018
* Mastering MS Word