

Hosni Hadj-Taher

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Personal informations

Date and place of birth : 30/08/1984 – Tunis

Nationality: Tunisian

Employment

- ✓ **Two years :** Commercial agent & Sales representative (Info speed system)
 - Serves customers by selling electronic and computer products
 - Meeting customer needs
 - Presentation of SAGE solutions for users (ERP application)
- ✓ **5 years :** Staff & Payroll manager (ADP).
 - Maintains the work structure by updating job requirements and job descriptions for all positions.
 - Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
 - Prepares employees for assignments by establishing and conducting orientation and training programs.
 - Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department/ division transfers.
 - Maintains staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
 - Contributes to team effort by accomplishing related results as needed.
 - Balances the payroll accounts by resolving payroll discrepancies.
 - Provides payroll information by answering questions and requests.
 - Maintains payroll guidelines by writing and updating policies and procedures.

✓ **one years and six months** : Sales Manager (Regency hotel)

- Prepares reports by collecting, analyzing, and summarizing information.
- Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
- Maintains quality service by establishing and enforcing organization standards
- Manage a sales team
- Builds business by identifying and selling prospects
- Maintaining relationships with clients

✓ **one years** : restaurant owner (Fast-Food)

✓ **(5 years full-time + 4 years part-time) English <> Arabic <> French Translator** : Translator / Writer / Proofreader

- Translator with Tunisian Association for the Fight against Sexually Transmitted Diseases and AIDS

Mission: translation of leaflets and guides from English to French

- Translator English < > French < > Arabic (long term project : IT / engineering / General fields/ website/ etc..) with Gel-Global company (China), Irya project (India), Quillcontent (UK), Technovate translations (UK), WelocalizeQ, Pixelogic
- **Clinical and Medical translation experience** (recent projects mainly include):
+100k translated words
 - Clinical / Non-Clinical Reviews,
 - Subject e-Diary/Visit Reminders,
 - Study Reports, Development Safety Update Reports (DSURs),
 - Pharmacovigilance Reports,
 - Common Technical Documents (CTDs),
 - Overall Quality Reviews,
 - Marketing Authorization Documents,
 - Summary of Drug Products (SPCs), Patient Information Leaflets (PILs),
 - Instruction for Use (IFUs) for Medical Devices,
 - Medical Device Manual & Training & Information Forms,
 - Clinical Trial Agreements (CTAs).

- CoronaVirus guidance (manual)

- **Tourism Translation experience: +400k words**

- Cruise Lines: Princess Cruises website, Norwegian Cruises website, Starboard Cruises (program, menu, safety briefing, travel vouchers, onboard boutique, FAQ...)

- Hotel booking websites: trivago.com, Oyster.com, Ctrip.com, Unplugo.com...

- Hotel and B&B reviews: Tripadvisor

- Tourism map and brochure: municipality of Knysna (South Africa), tourism brochure (Villa Viscaya, Kennedy Space center)

- Attractions: j2ski.com (ski resorts of the world, 150,000 words), Monkeyland and Birds of Eden sanctuaries websites

- **Mechanical/Automotive translation experience : +300k words**

- Some end-clients: Tetrapack, Kronos AG, Stork, Hermle, Ingersoll-Rand, Makita, Ryobi, Homelite, BMW, Ford, Volvo Cars/Trucks, Mercedes-Benz, Chevrolet, Iveco, Mitsubishi Motors, Nissan, Mazda, EU regulations...

- Some projects / project series worth mentioning: a) BMW localization and owner manuals – 215,000 words. b) General Electric gas turbine and control systems – 165,000 words. c) Volvo Cars/Trucks owner/driver/maintenance manuals and localization – 163,000 words.

- **Gaming translation experience : +500k words**

- I have worked on several projects (more than 30 games) for all major systems (android, iOS, consoles, PC).

- I also worked in game texts and VO scripts

- Directly inputting translations into web content management systems.

- Games I've worked on : puzzle-platform-game ; arcade style brawl ; motorbike stunt racer game; action adventure ...

- **Legal translation experience : +100k words**

- I've translated documents for clients such USAID, the US Embassy, and the World Organisation for Animal Health along with various educational institutions. I've translated countless contracts and agreements in my five years of freelance experience.

- **Marketing translation experience : +180k words**

- Some end clients: I've translated documents for different clients/Agencies like Alibaba, Aliexpress, Amazon, Ebay, Etsy, Litterra, Chinazxzy, VOXTAB, Smartalation, Stepes,...
- Some projects / project series worth mentioning: Product descriptions (main experience), Corporate communication; Internal communication; Financial communication; Annual reports; Product specifications; Flyers; Fairs; Events; Powerpoint presentations.
- **Religion & Religious translation experience** (projects mainly include): **+15k translated words**
 - 2 life-transforming and religious books.
- **Education/Pedagogy translation experience** (projects mainly include): **+50k translated words**
 - Books for kids,
 - An in-depth training on the pedagogy to be followed when dealing with persons with disabilities,
 - E-learning software.
- **Manufacturing translation experience** (projects mainly include): **+30k translated words**
 - Owner's manuals and shop manuals,
 - An environmental impact assessment for BARD I Offshore,
 - SW system user documentation for a major logistics company
- Subtitling project with Sri Sai Translation/Rev.com/Netflix : Computer fields, Finance, Economics, Films, ... (using **AEGISUB/online platforms**)
- Translator (English to French / English to Arabic) with www.motaword.com
- Writer with www.writersdomain.net since 2010
- Translations quality assurance Manager (Feb. 2016 – Sep. 2017) with Wagner-international
- Other projects on upwork.com / Proz.com / translatorscafe.com / translationdirectory.com
- ✓ **Two months** : Telemarketer at Teleperformance call center.
- ✓ **5 years (part-time job at home)** : Home work « network marketing » (sell products online with BBOX-Market; DHS-CLUB; Cash-to-life; Forever)

Training

- ✓ **2011** : Anti-corruption led by Andrew Curtin (KPMG Forensic LLP U.S.- Diretor); and Laurent Maunier (KPMG Forensic France, Senior Manager).
- ✓ **2013** : Leadership expectation (Topic : individual contributor and best practices).

Qualifications

- ✓ **Diploma of Undergraduate Studies in Language, English, Arabic and French Literature (2010)**

Private language institute (ISLT)

- ✓ **Master degree in Finance (2008)**

Institution: ISG Sousse

Computer Skills

- ✓ **Windows's environment** : Word, Excel, Internet, Power-Point, Outlook
- ✓ **Clarify** CRM Clarify
- ✓ **Paint**

Languages

- ✓ **English** Excellent
- ✓ **Arab** Excellent
- ✓ **French** Excellent