**Resume**



**Name: Ahmed Mahmoud Ahmed Negm**

* **Personal data:**

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| --- | --- |
| Date of Birth | 01/01/1988 |
| Place of residence | Riyadh  |
| Marital status | Married |
| Nationality | Egyptian |
| Contact No. | +966590709528  |
| E-mail:  | anegm20177@gmail.com   |

* **Academic Qualifications:**
* Faculty of Language and Translation- Simultaneous Interpretation Department.
* English Major - Al Azhar University, 2011.
* Accumulative score: good
* **Experise and Training courses:**
* Legal Translation Diploma, Drafting and Contracts Negotiations (Arabic & English) Oct 2017 to OCT 2018
* Legal translation course – Justice Academy 2016.
* Legal keys Course June -14.
* Foundation of translation course at American university in Cairo (AUC) – 2011.
* Executive translation course, Al Azhar University, 2010.
* At sigt translation course, Al Azhar University, 2010.
* Simultanious translation couse, Al Azhar University, 2010.
* **Business Manangment Courses**
* Pratical Management Course-2015.
* Strategic and Operational Management Course-2015.
* Marketing Planning Courseaugust -14.
* Marketing Mangment Course June -14.
* Persuasion Skills Diploma June -14.
* Communication Skills Diploma – 2010.
* Time Management Diploma -2010.
* Negotiation Skills Training Course.
* **Experience :**
* Drafting and reviewing legal contracts as freelancer for various law firms in Riyadh.
* Contrarcts Translator (translation and proofreading) 2014-Till now.
* Simultaneous inteperter & translator for meetings, over the phone meeting and technical tenders for varous entities.
* Simultaneous inteperter for institute for the future (IFTF) team during their visit to Saudi Arabia March-2015.
* Simultaneous inteperter for for British Airlines on cargo security tranining.
* Translator 2014-2018 – National advanced systems co.
* Translator 2012- 2013 internaltional society medical co.,
* Translator 2013 – 2014 Saudi millen contracting co.

**Recent assigned Projects:**

1. Legal drafting for contracts and Project Management templates for confidential entity ( June – August), 2018 – ongoing
2. UN Translation Project – August 2018
3. *English into Arabic translation of sand defence system –Saudi rail ways – july-2017. (through Third party)*
4. *Legal drafting and translation to Prequalificaion forms of Gulf accreditation center June -2017. (EN-AR)- received a high appreciation of customer.*
5. *Legal translation of Excetuctive Regulations on the disposal of municipal properties – Ministry of municipal and rural affairs – June -2017. (AR-EN) (through Third party)*
6. *Study on water resouses managments in Saudi Arabia – Minsitry of agriculture- – May -2017- (EN-AR).*
7. *Drafting and legal translation NDA with MC Donal’s in Saudi Arabia - (EN-AR) – May -2017.*

M**ain Job Tasks and Responsibilities**

* Drafting legal Material and translation thereof.
* Drafting legal Translation of governments tenders (security systems and

telecommunications).

* Translation of Contracts & legal Materials.
* Translation of shipping dcouments, presentations
* Translation of technical products catalogues.
* Proofread, edit, and revise legal materials.
* **Spoken languages:**
* Arabic : Native
* English : Fluent
* **Computer Skills:**
* Trados
* Windows, MS. Word, MS.Excel. Acess Database
* ICDL diploma.
* Acess Data Base
* Profeesional user to CAT tools.
* **Personal attributes :**
* Reader.
* Team worker.