

CV

PERSONAL DETAILS

Name : Mohamed Mohamed Gharkan
Nationality : Syrian
Date of Birth : 28th October 1986
Gender : Male
Marital Status : Married
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OBJECTIVE

- ✚ Proficient Translator & Proofreader seeking a challenging and professionally rewarding position to contribute my accrued expertise towards the qualitative enhancement of a high-profile organization.

QUALIFICATIONS

- ✚ Bachelor's Degree in English Language & Literature, Syria, Aleppo, 2006-2011
- ✚ Certified as a Professional Translator by Arab Professional Translators Society, Zurich, Switzerland

PROFESSIONAL EXPERIENCE

- ✚ **Translator and Proofreader at Communication Legal Translation** from April 2015 till now, gaining an outstanding experience in numerous fields of Translation and Copywriting, particularly, legal, business, promotional, marketing, media, economic, financial, medical, technical, industrial, medical, political, and materials translation; dealing with wide range of documents such as arbitration cases, pleadings, dockets, stock market agreements, bank & credit facilities agreements, governmental agreements and international arbitration cases, MOE, POA, marketing research, medical materials, hospitality materials etc.
- ✚ **Translator at Turjman Legal Translation services** from February 2012 till March 2015 holding the following positions:
 - ❖ Translator at **Dubai Courts – Public Prosecution** mainly drafting the complaints and give initial drafting consultancy for some clients, providing interpretation for some lawyers with their clients and explain some judgments to the clients and make them fully

understand the case, and completing accurate translation for all kinds of judicial documents such as order on petition, attachment orders, prompt-release cases, judgments, and translation of Public Prosecution newsfeeds on social media.

- ❖ Translator at **Barsha Court, Notary Public Department**
- ❖ Translator at **Dubai Traffic Prosecution.**
- ❖ Translator at **General Directorate of Neutralization and Residency- Dubai**
- ❖ Translator at **Dubai Airport Free Zone Authority.**

✚ Volunteer in UAE Red Crescent from 2013 till now, participating in many events and programs, and attending courses such as First Aid & Leadership.

✚ Teaching translation courses for freshmen students at English Department of Aleppo University; from September 2009 - October 2010.

Eminent clientele I Dealt With

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|---------------------------------------|-----------------------------|
| ➤ UAE Prime Minister's Office | ➤ Al Tamimi and Company |
| ➤ Al Mafrag Hospital | ➤ Emirates Airlines |
| ➤ HRH Princess Haya Office | ➤ Goodyear |
| ➤ Mckinsey & Company | ➤ DHL |
| ➤ Dubai Islamic Bank | ➤ MAF VOX |
| ➤ Standard Chartared Bank | ➤ Fly Dubai |
| ➤ Price Water House Coopers | ➤ Dubai Courts |
| ➤ Morison Menon Chartered Accountants | ➤ Dubai Public Prosecution |
| ➤ E&Y | ➤ Dubai Traffic Prosecution |
| ➤ Sofitel Dubai | ➤ GDRFA |
| ➤ Deloitte & Touche | ➤ MALBAR GOLD |
| ➤ Karcher | ➤ Black & Decker |
| ➤ Global Village | ➤ Union Insurance |
| ➤ DCAA | ➤ Orient Insurance |
| ➤ Abu Dhabi E-Government | ➤ DIAS |
| ➤ ADNOC | ➤ Arab Bank |

EDUCATION & COURSES

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|------------------------------------|------------------------------------|
| ✚ Translation Studies | ✚ Translation Studies |
| ✚ British and American Literature. | ✚ British and American Literature. |
| ✚ German Language | ✚ German Language |
| ✚ British and American Literature. | ✚ German Language |

SKILLS & COMPETENCIES

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|------------------------------------|--|
| ✚ Quick learner and self-motivated | ✚ Efficient, energetic and experienced |
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- ✚ Well-organized
- ✚ High sense of urgency
- ✚ Ability to work under pressure
- ✚ Accurate and broad-minded
- ✚ Creative and dependable
- ✚ Honest, keen for details and loyal
- ✚ High leading, managing and organization skills
- ✚ Excellent interpersonal skills
- ✚ Able to work in a team or individually according to job requirements.
- ✚ Communication & Interpersonal Skills

COMPUTER SKILLS

- ✚ Experienced in translation CAT tools (SDL Trados Freelance), SDL Studio, Adobe Illustrator,
- ✚ Microsoft Office Software (Word, Excel and PowerPoint),
- ✚ Touch typing: Professional in English and Arabic typing.
- ✚ HTML Basics.

LANGUAGES SKILLS

- ✚ Arabic: Native
- ✚ English: Fluent
- ✚ German: Good

PROFESSIONAL REFEREES

- ✚ Available upon request.