RASHA ABDELMONEM ABDELSAMAD ALKHATEEB

Senior Multilingual Translator | Reviewer | MTPE Specialist

CONTACT INFORMATION

Location: Egypt (Remote)

Phone: +20 109 8250272 | +20 102 7707966

Email: rasha.turkishtranslator@gmail.com

LinkedIn: linkedin.com/in/rasha-alkhateeb-71b6006b

ProZ: proz.com/profile/2831996

PROFESSIONAL SUMMARY

Senior Multilingual Translator and Reviewer with 14+ years of experience specializing in legal, financial, commercial, technical, and literary translation. Proficient in Turkish, English, and Arabic, also offering translation services from Azerbaijani. Skilled in MTPE, TQC, proofreading, terminology management, and localization. Proven track record in professional business correspondence and effective client communication, ensuring successful project coordination and goal achievement.

LANGUAGE PAIRS

- Turkish ↔ Arabic
- English ↔ Arabic
- Turkish ↔ English
- Azerbaijani → Arabic (limited)
- Azerbaijani → English (limited)

AREAS OF EXPERTISE

- Legal, Financial, Commercial, Corporate, Technical, Medical, Literary Translation
- Contracts, Agreements, Certificates, Powers of Attorney (POAs), HR documents, Policies, SOPs, Official Documents, Books

- MTPE, TQC, Proofreading, Localization, Terminology Management
- Professional Business Correspondence & Client Relations
- Quality Assurance (QA) & Evaluation Feedback
- Cover Letter & Application Drafting

CAT TOOLS

- Smartcat
- Phrase
- MateCat
- memoQ

PROFESSIONAL EXPERIENCE

Book Translator | 2023–Present

Dar Al-Bashir – Egypt / Dar Shafaq Publishing - Kuwait

- Turkish books translated into Arabic for publication

Full-Time Translator & Reviewer | 2018–2023

AGATO (Hadi Abu Ghazalah Legal Translation) - UAE

- Provided high-quality translation and review services across legal, financial, commercial, technical, marketing, and literary sectors.
- Performed advanced proofreading and Translation Quality Control (TQC).
- Provided constructive feedback and detailed quality evaluation reports to junior translators to ensure alignment with international translation standards.
- Delivered MTPE and human translation for international clients.
- Participated in multilingual projects and book translation assignments.
- Ensured consistency through terminology management and style adaptation.

Main Online Translator | 2013–2020

Nil Tercüme / Nile Legal Translation - UAE

- Delivered Turkish–Arabic translation services for legal and official documentation.

- Translated contracts, certificates, reports, powers of attorney, and diplomatic correspondence.

Freelance Translator | 2012–Present

- Legal, financial, technical, commercial, corporate, and literary projects.
- Remote work with international agencies.
- Managed end-to-end professional business correspondence with international clients, ensuring clear communication and high retention rates.
- Skilled in drafting persuasive cover letters, project applications, and professional emails tailored to specific client needs.

PUBLISHED BOOK TRANSLATIONS

- 2024 — İyi Düşün Mutlu Yaşa (فكِّر جيّدًا تعِش سعيدًا)
- 2024 — Affet Beni Allah'ım (اعفُ عنِّي يا إلهي)
- 2026 — II. Abdülhamid Zamanı ve Şahsiyeti (السلطان عبدالحميد الثاني: عصره وشخصيته)

EDUCATION

- **Completed MA Coursework** – Ain Shams University (2018) | **GPA: A (Excellent)**
- **Postgraduate Diploma in Translation** – Ain Shams University (2017) | **GPA: A (Excellent)**
- **BA in Turkish Language & Literature** – Al-Azhar University (2009) | **Grade: Good**

COURSES & CERTIFICATIONS

- General Data Protection Regulation (GDPR) Training
- Equality, Diversity & Inclusion (EDI) Training
- TELP (TOEFL Equivalent) – Score 600
- ICDL Certification
- Advanced English Conversation Course
- International Scientific Publishing Course
- Scientific Writing Course
