Abdulhameed Nayef

• (967) 777011086 • naefabdulhameed870@gmail.com

PROFESSIONAL ENGLISH ARABIC LEGAL CONTRACTS WRITER

Professional legal writer with 10+ years of experience who has generated hundreds of legal contract agreements and documents, business materials, reports, letters, requests for proposals (RFPs)

*Key skills include:*

|  |  |
| --- | --- |
| * Creating Contracts, RFPs, Bidding Documents, Instructions to Bidders * Strong Writing, Research, Organizational, and Communication Skills | * Adept at (Digital) Sales and Marketing * Developing Proposals & Presentations * Strong Team Leadership Skills & International Business Sense |

PROFESSIONAL EXPERIENCE

PUBLIC TELECOMMUNICATIONS CORPORATION, *Sana’a, Yemen*

**ENGLISH ARABIC TRANSLATOR AND IMPORT CONTRACTS ADMINISTRATOR** (Aug 2001–Present)

Provide a wide range of English Arabic contract writing, drafting, negotiating, translating, editing, proofreading, reviewing , including legal correspondence/letters, RFPS, Bidding/Tender Documents ,Scope of work statements.., ensuring compliance.

*Notable accomplishments:*

* Regularly negotiate contract terms and conditions with clients into legally-binding contract agreements, including change orders, scope creeping/modification, stakeholder expectations, supply chain and logistics
* Maintain good buyer-seller working relationship for the sound performance of contracts.

MAGNUS CORPORATION*, California*

**FREELANCE ENGLISH ARABIC TRANSLATOR/REVIEWER** (MAY 2022 – Present)

Provide English Arabic medical and health-related translation and reviewing .

*Notable Accomplishments:*

* Collaborated and communicated regularly with other managers throughout the company (remotely/online), ensuring highest QA/LQA.

EDUCATION & COURSES

**Taiz University**, Taiz, Yemen

Bachelor of Arts in English language, 2000

**Sana’a University**, Sana’a, Yemen

Associate Degree of Arts in English language

**Courses**

International Law • International Investment Law • Intellectual Property Rights • Edx

**Other Writing and Design Skills**

Microsoft Word, Excel, PowerPoint • GTI • Proficient