



## MAHMOUD SHAMS

English < > Arabic Translator

### CONTACT INFO.

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### OBJECTIVE

A highly talented Translator, with more than 15 years of experience in translating legal documents and other legal materials from Arabic into English and vice versa following established rules pertaining to factors such as word meanings, sentence structure, grammar, punctuation, and mechanics, seeking to secure a responsible career opportunity to fully utilize my training, skills and experience while making a significant contribution to the success of the company.

### PERSONAL INFORMATION

Date of Birth: October 14th, 1982  
Marital Status: Unmarried  
Nationality: Egyptian

### AREAS OF EXPERTISE:

- Arabic (as mother-tongue) and excellent English oral and written
- Exceptional ability to translate from Arabic language into English and from English into Arabic language
- Superb command of idiomatic Arabic and English language and grammar
- General erudition and intimate familiarity with both cultures
- Extensive knowledge of vocabulary in both languages
- Extremely high level of fluency in Arabic as well as command of English
- Ability to edit and review other translations
- Sound ability to translate legal documents
- Excellent communication and presentation skills
- Excellent team working abilities
- Strong computer skills
- Highly motivated and results oriented with the ability to plan ahead.

### EDUCATION

- August 2018: General Education Diploma, Al Azhar University, Egypt
- June 2011: Certificate course in Teaching Arabic as a foreign language, The International Language Institute (ILI)
- July 2010: Career Certificate in Legal Translation, the American University in Cairo (AUC)
- July 2009: Groundwork Certificate in Written Translation (GWT), the American University in Cairo (AUC)
- May 2006: Bachelor of Islamic studies in English, the Faculty of Languages & Translation, Al Azhar University, Egypt

### COMPUTER SKILLS

- |                               |        |                     |        |
|-------------------------------|--------|---------------------|--------|
| ▪ Microsoft Word              | ●●●●●● | ▪ Microsoft Excel   | ●●●●●● |
| ▪ Microsoft Power Point       | ●●●●●● | ▪ Microsoft Visio   | ●●●●●● |
| ▪ SDL Trados Studio           | ●●●●●● | ▪ SLDX              | ●●●●●● |
| ▪ Wordfast                    | ●●●●●● |                     |        |
| ▪ Adobe InDesign              | ●●●●○  | ▪ Adobe Illustrator | ●●○○○  |
| ▪ Acrobat Professional        | ●●●●●● | ▪ Adobe Photoshop   | ●●○○○  |
| ▪ Touch Typing at high speed. |        |                     |        |

## WORK EXPERIENCE IN BAHRAIN

### 2013 – Date

Job Title : **Translator**

Company : **Al Ammadi Translation & Public Relations, Bahrain**

- Establish direct links with clients to ensure good communication
- Negotiate deadlines and rates with vendors
- Take necessary steps to ensure client satisfaction and repeat business
- Responsible for the management and final linguistic quality of all projects handled by the company
- Responsible for the overall profitability of the Company and for all projects handled by members of the in-house and external translators
- Ensuring deadlines are met
- Making sure quality of deliverables is above or in line with clients' expectations
- Identifying areas that need improving, and training the person to help them improve
- Ensure all staff can achieve their maximum potential
- Work under tight deadlines

### 2016 – 2017

Job Title : Part time Arabic Teacher

Company : Sheikh Ibrahim Center Bahrain

#### Responsibilities:

- Motivated students to learn Arabic language by constantly speaking, writing and reading.
- Taught Arabic language and grammar to students.
- Taught students Arabic alphabets.
- Study Room Management
- Prepared Students coursework materials, homework assignments and handouts.
- Created and graded tests and assignments.

References available upon request