

**Email**

aldowish@hotmail.com

Phone

(966) 556974984 Only FaceTime

Date of birth

1978-10-06

Nationality

Saudi Arabian

Skills

Persuasion & Negotiations

Leadership Skills

Prioritizing Multi Tasking

Proof Reading/Writing

Computer Skills.

Languages**Arabic**

Native Tongue

English

Advanced

Faisal Aljabaa

Translator/Interpreter

I am a motivated, charismatic open minded individual, holding a Bachelor's degree in English Translation & Interpretation, with over 14 years of experience in diverse fields. My expertise include: English/Arabic & vice versa. Translation and Interpretation, Administrative management, Mass Media, Social Media, Security, Event Organization, international Delegations and Protocol.

Looking forward to join a dynamic organization where i can excell, and utilize my qualifications, skills & expertise.

Experience**Translator/Interpreter**

Vinnell Arabia Corporation *Riyadh, Riyadh Region, Saudi Arabia*

August 2005 - January 2006

- Translating of Military doctrine, Equipment Manuals, Books, Pamphlets and Brochures & Presentations.
- Interpreting of Briefings & Lectures.
- Managing Office Work Load.
- Filing and documenting of Publications (Books, Manuals, and Pamphlets & Brochures).

Unit Clerk

Sultan Bin Abdulaziz Humanitarian City *Riyadh, Riyadh Region, Saudi Arabia*

February 2006 - February 2009

- Booking Appointments for Patients.
- Preparing Schedules, Updating Census & Endorsement Reports, Answering Phones.
- Handling All Patient & Staff Related Issues.
- Interpreting between Doctors and Unit Staff and the patients.
- Ordering Supplies of Consumable Medical & Office Items.
- Filing of Unit Documents, Managing Patient Charts, Updating Patients Information on HIS System.
- Coordinating Between Nursing & Rehabilitation Staff in the unit.
- Admitting & Discharging of Patients to & from the unit.
- Worked as an interpreter for Non-Arabic speaking Medical Consultants-Covering the absence of other interpreters due to scheduling, and I have documented Recommendations.

Administrative Affairs Manager

Rae Environmental Services Company *Riyadh, Riyadh Region, Saudi Arabia*

December 2008 - July 2009

- Handling & Supervising all issues related to Admin. Affairs. -Handling & Supervising all issues related to HR.

-Writing, Directing & Administering of Policies & Procedures. -Handling & Supervising all outgoing & incoming correspondences. -Handling & Supervising all government related issues.

▪ **Interpreter/Translator**

National Security Council *Riyadh, Riyadh Region, Saudi Arabia*

August 2015 - April 2013

- Translating of Military doctrine, Equipment Manuals, Books, Pamphlets and Brochures & Presentations.
- Interpreting of Briefings, Lectures & newspaper articles.
- Managing Office Work Load.
- Filing and documenting of Publications (Books, Manuals, and Pamphlets & Brochures).
- Translating, Analyzing & Summarizing Media reports.

▪ **Head of Translation Division**

National Security Council *Riyadh, Riyadh Region, Saudi Arabia*

May 2013 - January 2017

Supervise and audit work load of the section(Translation, Interpretation and Rewriting) of articles, Reports, News and Research Papers).

▪ **Translator/ interpreter/ Administrative Communications Officer**

Public Prosecution Service *Riyadh, Riyadh Region, Saudi Arabia*

January 2016 - Present

- Translating Legal documents, Extradition Requests, Equipment Manuals, Books, Pamphlets and Brochures & Presentations.
- Interpreting of Briefings, Lectures & newspaper articles.
 - Managing Office Work Load.
 - Filing and documenting of Publications (Books, Manuals, and Pamphlets & Brochures).
 - Translating, Analyzing & Summarizing Media reports.
 - Handling all Communications and PR tasks at Riyadh Bureau.

Education

▪ **Bachelors Degree in English Translation and Interpretation**

King Saud University *Riyadh, Riyadh Region, Saudi Arabia*

2005