

PERSONAL INFORMATION



Mohamed Osman Khalifah
Freelance Translator and Copywriter (English<>Arabic)

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Sex M | Date of birth 20/11/1975 | Nationality Egyptian

WORK EXPERIENCE

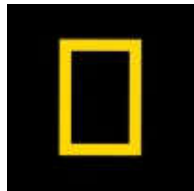
Freelance Career:

As being a freelance translator/editor from English into Arabic since 1998, I have done a lot of projects for companies, for publishing houses, and for individual clients.

In addition to the above mentioned, I am a contracted translator for each of the following organizations:

- 1- ITP Group Publications
- 2- National Geographic – Abu Dhabi Media
- 3- Al Ro'ya Newspaper – UAE
- 4- Ministry of Investment (Egypt).
- 5- Ministry of Higher Education (Saudi Arabia).
- 6- Ministry of Trade & Industry (Egypt).

Haykal Media

Freelance Contracted Translator**Company Name****Haykal Media****Dates Employed**Sep 2019 – Present**Employment Duration**9 mos**Location**United Arab Emirates**Freelance Translator****Company Name****National Geographic****Dates Employed**May 2015 – Present**Employment Duration**5 yrs 1 mo**Location**Abu Dhabi

Translation of magazine articles and content.

Literary Translator**Company Name**

Various Publishing Houses Freelance
Dates Employed Jan 2004 – Present
Employment Duration 16 yrs 5 mos

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Freelance Translator - Contracted
Company Name
Kuwait Financial Centre - Markaz
Dates Employed Jan 2018 – Present
Employment Duration 2 yrs 5 mos
Location Kuwait

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Senior Editor & Translator
Company Name
Booz Allen Hamilton
Dates Employed Nov 2012 – Present
Employment Duration 7 yrs 7 mos

Translation of documents, etc.

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Translator
Company Name
Freelancer
Dates Employed 2015
Employment Duration less than a year

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Senior editor & Translator
Company Name
Coface
Dates Employed Jan 2008 – May 2011
Employment Duration 3 yrs 5 mos

Responsibilities to the Financial Publications Department:

- Research, translation and editing news and press clippings for the company's websites using various sources, whether newspapers, publications or electronic media
- Daily update of egyptwatch.com (Economic online Journal).
- Senior editor for Kompass Egypt Financial Year Book, Egypt 500, MENA 500 and any other publication Fiani is intending to launch
- Keep a track-record (archiving) of news, whether related to companies or to sectors and classify them

Responsibilities to the Studies Department:

- Assist in the execution of projects in the areas of consulting and market research, through performing the following tasks;
 - ♣ Preparation of proposals
 - ♣ Implementing desk research
 - ♣ Implementing field surveys when necessary

- ♣ Design questionnaires
- ♣ Prepare needed reports and presentations to client if needed

Other responsibilities:

- Coordinating with all departments when necessary under direct and sole supervision of the business development manager...see more

Editor & Translator**Company Name****Kompass Egypt****Dates Employed Jan 2000 – Jan 2008****Employment Duration 8 yrs 1 mo****Responsibilities to the Financial Publications Department:**

- Research, translation and editing news and press clippings for the company's websites using various sources, whether newspapers, publications or electronic media
- Daily update of egyptwatch.com (Economic online Journal).
- Senior editor for Kompass Egypt Financial Year Book, Egypt 500, MENA 500 and any other publication Fiani is intending to launch
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Key Areas of Experience:

A wide range of experience over a long period of work for different local agencies in Egypt, Saudi Arabia and UAE, as well as world companies in USA, UK, Canada, France, Germany, South Korea, Belgium and worldwide.

Key areas include:

- 1- **Public Relations (PR)**
- 2- **Legal Translations:**
 - Articles of Association
 - Court Judgments and Orders
 - Memorandums of Understanding
 - Joint Venture Agreement
 - Distribution Agreements
 - Rent & Lease Contracts
 - Agency Agreements
 - Building, construction and consultancy agreements and contracts
- 3- **Technical Translations:**
 - Translating manuals in different fields, i.e. automotives, hardware, software, home appliances, printers, etc.
 - Localizing Software products and Websites;
 - User manuals and documentation.
- 4- **Banking & Finance:**
 - Annual reports;
 - Corporate budgets;
 - Feasibility Studies for many big companies - UAE;
 - Financial Statements
- 5- **Press Releases:**
 - Translating and editing all press releases and other posts for the Emirates Identity Authority (IEDA), including:
 - Emirates Identity Authority website;
 - Emirates Identity Authority Internal Policy;
 - All translation projects for Datel Company (a company contracted with EIDA);
 - All legal and technical partnerships between IEDA and other international organizations.
- 6- **Oil & Gas Translations:**
 - Translating, editing and proofreading various materials for Shell Company, including
 - Annual Sustainability Report
 - Press releases
 - Technical Reports
 - Shell Magazine (Middle East version)
- 7- **Medicine & Pharmaceutical Translations:**
 - Translating various projects for WHO (World Health Organization)
 - Translating different materials for AlphaPharm Company (Duabi)

Translating, editing and proofreading various materials for different hospitals and medicine and Pharmaceutical-specialized companies:

Al Noor Hospital
Johnson & Johnson
Abu Dhabi Health Services Company (SEHA)

- Translating all legal documents issued from the local/ international authorities and companies (including – but not limited to – agreements, contracts, articles of associations, memorandums of understanding, bylaws, power of attorneys, consultancy agreements, agency contracts, feasibility studies, certificates, diplomas...etc);
- Translation, copywriting, ghostwriting and editing of the press releases and periodicals for many big companies and brands in all fields inside and outside Egypt.
- Translating all medical reports and health notes issued by local, regional or international authorities and hospitals;
- Patent translations;
- Finding, qualifying and monitoring resources;
- Coordinating with engineers, freelancers, documenters, and QA team.
- Translating various documents and presentations from English to Arabic and vice versa.
- Provide Arabic/English translations in support of various related activities, such as marketing materials, conference invitations and advertisements, as and when required.
- **Various United Nations (UN) projects through a number of international translation agencies (2003 – 2010).**

Subject Area

PR, General, Linguistics, History, Computer and Information Sciences, Banking and Financial, Economics, Finance, Health, Humanities and Humanistic Studies, Journalism and Mass Communication, Law and Legal, Medicine (General), Public Health Education and Promotion, Localization, Mining And Petroleum Technology, Patent Translation, Telecommunications, Politics, Advertising/Public Relations, International Organizations, Telecommunication, Transportation Information Technology, Human Resources Management

Full-time career (2000 – 2011):

Coface Egypt (previously Kompas Egypt) - Senior News Editor, Translator, and Research Executive (1 Jan. 2007 till now)

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 - Prepare needed reports and presentations to client if needed

Other responsibilities:

- Write original persuasive copy that engages, shifts behavior and drives action
- Develop a broad range of concepts and solutions that are compelling, unique and memorable
- Work across a wide variety of communication platforms – websites, eblasts, social content, print ads, bylines, etc.
- Ability to understand and write effectively for a wide range of industries from healthcare and law to travel and entertainment.
- Concept integrated ideas and bring them to life
- Translate creative ideas into compelling copy
- Proofreading and editing
- Guide and mentor junior staff
- Strategically collaborate with art directors, social media manager, media pitchers and other marketers
- Work with managers to fine tune message platforms that align with client strategy and brand guidelines
- Manage multiple projects simultaneously with attention to detail and deadlines

- Senior Editor & Translator

- Senior Editor & Translator (Web content) for *Kompass Egypt Co.'s internet news sites* from 1/2/2000 till 1/3/2007 & mainly the financial and SE website of www.egyptwatch.com (Economic online journal).
- Senior Editor & Translator (Books & Directories projects) for *Kompass Egypt Co.* from 1/2/2000 till now.
- Senior Translator and Editor of the Arabic version of www.kompass.com (based at France).
- Senior Editor of EGYPT500 project, published by Fiani & Partners.

EDUCATION AND TRAINING

Bachelor of English Arts and High Diploma in Translation - Cairo University, Egypt.
Major: Linguistics, Translation (including simultaneous and consecutive interpreting) and English Literature.

PERSONAL SKILLS

Mother tongue(s) Arabic

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
French	A1	A1	A1	A1	A1

Communication skills

- Good communication skills gained through my experience
- Ability to meet deadlines
- Passion in representing my country and my language abroad
- Experience in working with people from different countries and with different cultures

Organisational / managerial skills

- Leadership (organizing a team of at least 8 people)
- Strong attention to detail and the ability to work both as a team player and independently
- Creative thinking

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent User	Independent User	Independent User	Basic User	Independent User

ADDITIONAL INFORMATION

List of published books & novels (my translation) since 1999:

1- The Power of Focus (Jarir Publishing House).	2- Don't Give Up! (Jarir Publishing House).	3- Be Nice or Else (Jarir Publishing House).
4- Banishing Your Belly (Jarir Publishing House).	5- Great Body (Jarir Publishing House).	6- The Art of Living Consciously (Jarir Publishing House).
7- Series of Painting Books (6 books) (Jarir Publishing House).	8- Phenomenology of Mearlue-Bonty (Philosophy).	9- Plato's Soul (Philosophy).
10- Plato's Cosmology (Philosophy).	11- Frege's Collection of Essays (Logic).	12- Frege's Logic (Logic).
13- Frege's Philosophy of Language.	14- Deleuze Time Machine (Philosophy).	15- Deleuze "What's Philosophy?" (Philosophy).
16- Studying Contemporary American Film (Cinema).	17- Deleuze on Cinema.	18- American Film Theory.
19- Plato's Theory of Knowledge.	20- Logic of Immortality.	21- Get A Life (Non fiction book for Jarir Publishing House).
22- 60 People (Non fiction book for Jarir Publishing House).	23- Choices (Non fiction book for Jarir Publishing House).	24- Social Intelligence (Non fiction book for Jarir Publishing House).
25- The General's Daughter (Novel).	26- White Hot (Novel).	27- Understanding Deleuze.
28- Oil in Oman	29- Its Mostly His Fault (Jarir)	30- On Writing (Non Fiction)
31- Shakespeare as a Philosopher of History.	32- Book of Sharks.	33- Cell (Novel by Stephen King)
34- The Secret of Chimneys (Novel by Agatha Christie)	35- Simple Genius (David Baldacci novel).	36- Out of this World (Philosophy)
37- Miniature Guide to Scientific Thinking.	38- The Bourne Identity (Novel).	39- The Green Mile (Stephen King Novel).
40- Philosophy – The Basics (Book).	41- The Future of Political Islam	42- How Images think
43- Tobaz (Novel)	44- Nareen (Novel)	45- White Symphony (Novel)
46- The Dinner (Novel)	47- The Antiquarian (Novel)	48 - The Real Pepsi Challenge: The Inspirational Story of Breaking the Color Barr
49 - Social Exclusion: Towards an Analytical and Operational Framework	50- The Three (Novel)	51- Angel Maker (Novel)
52 – The Girl from the Golden Horn (Novel)	53- Joe Speedboat (Novel)	54- Rosie Project (Novel)
55- Kingdom of Peacocks (Novel)	56- Summerhouse (Novel)	57 – Mastermind (novel)
58 – Death and Penguin (novel)	59 – These are the Names (novel)	60 – Birds without Wings (novel)
61 – Latecomer (novel)	62 – Bealport (novel)	63 – Day Four (novel)
64 – My Sister is a Serial Killer (novel)	65 – The Ditch (novel)	66 – What is Islam (Book)