

Madinah Arabic Translation Centre (UK) Agency Information Pack

World-Class Arabic Translation Service



www.madinahtranslate.com

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Arabic Translation Specialists & Much More



Specialists in Arabic

- ❖ UK based headquarters (UK Registered Ltd Company)
- ❖ Arabic <> English Translations is our specialisation – **we are experts in this domain**
- ❖ Over **20 core native Arabic translators** – fluent in Arabic / English.
- ❖ Over **100 secondary translators**
- ❖ No project is too large



World-Class Experience

- ❖ Principal Consultant for SAP (UK) leading organisation
- ❖ Our translators have **worked for the largest organisations** (e.g. UN, Nat. Geographic, Pepsico and more)
- ❖ We have **fully qualified / certified translators**
- ❖ **Medical translators, legal translators** (Qualified lawyers) and more



Web Based Project Management System

- ❖ We have an **in-house project management system**
- ❖ **See progress of all your projects** on a task level including daily Gantt charts
- ❖ Control security of your own staff on the projects we are working on
- ❖ Upload files and receive progress reports and much more



Project Management Approach

- ❖ We are **not an agency**, we **guarantee delivery**
- ❖ **Project manager is assigned** and will manage all team members
- ❖ Project manager will take responsibility for client communication
- ❖ **Project manager will provide daily updates** to web based system / client
- ❖ We have vast project management experience in enterprise wide projects



Trados Translation Software

- ❖ Our translators are experienced in using Trados 2011 (now fully supporting Arabic)
- ❖ **Collaboration of translators / team** using Trados
- ❖ We **accept most file formats** for conversion
- ❖ Leveraging **translation memory and term base** to ensure consistency / accuracy
- ❖ We have our own programmers / developers for specialised requirements



Agency Partnerships

- ❖ We can provide our services through a **consultancy arrangement** under your organisation
- ❖ We have the **best Arabic translators** at the **lowest rates**
- ❖ We **take care of the whole project** delivery – leaving you with a good commission / margin on the project and a low TCO (Total Cost of ownership).
- ❖ We ensure **your agency retains the client relationship and communication**

Our Services



Translation

Arabic to English / English to Arabic translation



Proofreading

Proofreading for Arabic text



Transcription

Arabic-Arabic and English-English transcription from audio to text.



Voice Over

High quality dubbing for presentations, video content, commercials and all voice / audio requirements



Localisation

Software Translation
Website Translation



Interpretation (Telephone)

Telephone interpretation
(native Arabic speakers)

Translators with experience working for international clients across all sectors

- Senior Translators (typically over 15 years experience in Translation)

• Sample of Previous Organisations our Translators worked for (prior to joining our centre) –



• Multinationals and Media:

- Lafarge, Pepsico, National Geographic, Economist (ME), Foreign Press Association, Al Arab Newspaper (London), Horus International Consultants, Royal Investment Group, Egyptian General Petroleum Company, Sahara for Petroleum Services (SAPESCO), Gulf of Suez Petroleum Company (GUPCO), Drexel Oilfield Equipment, New Zealand Dairy Co., ASCOM (ASEC Company for Mining), Wikipedia, Google

• Governmental, NGO, Charities:

- Unicef, United Nations, UNRWA, Save the Children, ADF, Plan International, Dutch Embassy, Gulf Centre for Strategic Studies, Canadian refugee council, Saudi Ministry of Defence, Red Cross (ICRC), US Food and Agriculture Organisation (FAO), Pathfinder International, British Council, ART (Arab Radio & Television)

• Legal:

- Numerous Middle Eastern and International law firms, Center for International Commercial Arbitration,

• Medical:

- Centre for Proesthetics (Saudi), College of Applied Medical Sciences, Al Khairy Hospital

• Translation Agencies (for whom our translators have previously worked) include:

- Transperfect (US), Orient Translation (London), Lingua Translation, GTZ

Qualifications in Translation / Specialisations



QUALIFICATIONS

A Sample of some of the many qualifications our translators hold

Translation (Advanced)

Advanced Translation Program – Certificate (AUC)

MA -Translation & Interpreting, Award of Excellence

B.A. - Simultaneous Translation - Al-Azhar Univ.

Legal (Certified)

Accredited Translator (ETLA) \ Advanced Translation

Qualified Lawyer (Bar Association)

Diploma - International Trading Arbitration

Medical / Pharma (Specialists)

B.S. Science, Biochemistry

World Health Organisation (WHO) – Approved Translator

MSC - University of Gothenburg (Sweden)

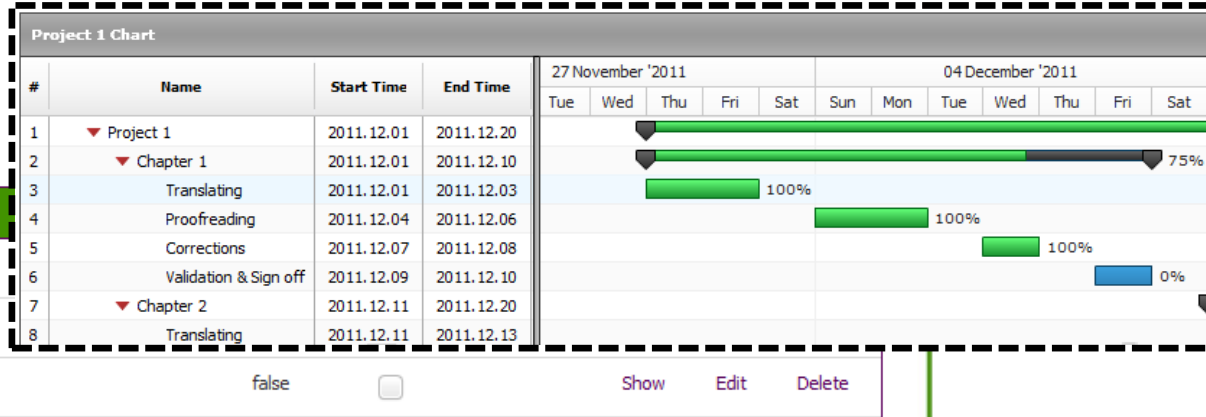
Project Management System – Track full details of your project through our unique online system

Gantt Chart

Show Gantt Chart →

Project Resources

Role	Translator	Expected Hours
Translator	omneya90	100
Senior Proofreader	translator	253
Secretary	translator	



Assign New Project Resource

Phases

Name	Start Date	Deadline	Pym %	Amount Payable	Taxes	Status	Nd Pym	Tasks	Show	Edit	Delete
phase 1	11-Jan-2011	21-Jan-2011	50.0%	£1,000.00 GBP	£20.00 GBP	In Progress	<input checked="" type="checkbox"/>	Tasks	Show	Edit	Delete
second phase	12-Jan-2011	22-Jan-2011	30.0%	£500.00 GBP	£20.00 GBP	In Progress	<input checked="" type="checkbox"/>	Tasks	Show	Edit	Delete

New Phase

Progress

Reported	Project	Comments	Entry Date	Attachments	Show	Edit	Delete
translator@badrit.com	Gender and Rural Microfinance: Reaching and empowering Women, Guide for Practitioners, IFAD, 2010		27-Dec-2011	christian_mussmann.pdf This is a status report for a given project phase.	Show	Edit	Delete

New Progress Report

Critical Paths

Project Management Approach

- ❖ Every project **starts with a project plan** and is assigned a project manager – even small translation projects
- ❖ Project plan divides project into phases, tasks and subtasks (based on client agreement)
- ❖ Each **phase, task and subtask** is given an **associated delivery timeline** and ‘critical path’ tasks / subtasks are identified (on translation centre and client side)
- ❖ Project Manager is main point of contact for client communication
- ❖ Any issues can be **escalated directly to management**
- ❖ Every project is typically assigned a **translator, proofreader and Project Manager**.
- ❖ Your organisation will have full access to our **web system** including **Gantt charts** showing **project progress, resources assigned, files uploaded** and **progress reports**.

Trados and Arabic Technology

- ❖ We have invested in the industry leading Trados software to ensure quality and our translators and proofreaders can **collaborate** on projects.
- ❖ The latest version of Trados has started **supporting Arabic script**. We **collaborated with SDL Trados** in testing Arabic support with their product team.
- ❖ A proofreader will review any translations and the project manager will provide final sign-off.
- ❖ **Translation Memory** is leveraged to ensure consistency in translations in addition to enhancing efficiency in medical and legal translations.
- ❖ **Termbase and dictionaries** ensure complex translations can be meticulously checked.
- ❖ We are able to accept most file types and manage the whole translation process easily.
- ❖ We are leaders in the field of **Arabic technology** and have developed numerous applications for Arabic support – e.g. Flaraby to render Arabic in Flash programs.

Agency Arrangements

- ❖ We are seeking to work with a few US based agencies on Arabic <> English translation projects on a consultancy basis
- ❖ Our **agency rates are negotiable**, our primary consideration is to build a good flow of work over the **next 2 years**
- ❖ We seek to develop **mutually beneficial and profitable partnerships** with our agency partners
- ❖ We are able to accept conditions whereby the agency acts as an intermediary between ourselves and the client (i.e. agency is responsible for client contact) to ensure the **agency client base is preserved**.



Thank You

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