**Muhammad Ramadan**

**Résumé**

**Job Objective:**

To handle translation and LQA tasks professionally on-time with high quality, and to achieve more than expected. Client's satisfaction is my top priority.

**My Qualifications**:

* Capable of translating and reviewing from English to Arabic and from Arabic to English.
* Translator since 2001, and senior/reviewer since 2003.
* Have a good command of CAT (computer-aided translation) tools.
* Have excellent organization capabilities.
* Have excellent communication capabilities.
* Expertise and capable of working in various fields with different terminologies.
* Enthusiast and capable of encouraging other team members positively.
* Eager to learn and develop myself.
* Love my job and highly dedicated to it.
* Have a high sense of commitment and responsibility.
* Capable of working under pressure.
* Respect deadlines and manage time ultimately.
* Agile.

**September 19, 2020**

Muhammad Ramadan 

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| Personal Data | **DOB**: July 2, 1979**Military Status**: Completely exempted**Postal Address**: 3/2 Bait El Masreya comp., Hadaeq October, Giza, Egypt**Postal Code**: 12578**Telephone No**: Mobile1: +201015951152 Mobile2: +201033833906**E-mail**: eMail1: muhammadramadan@gmail.com eMail2: muhammadramadan@icloud.com**Skype:** muhammadramadan**WhatsApp:** +201015951152**Linked-In:** www.linkedin.com/in/muhammad-ramadan-4a972b38 |
| Experience | 10/2015 – Present **Freelance Linguist****Senior Translator, Editor, Reviewer, QA**Doing translation projects for a wide range of clients in various fieldsDelivering high quality linguistic services and productsCarrying out urgent tasks without compromising qualityHandling large volumes on a TEP basis in association with a team of excellent translatorsCoordinating and managing TEP requests, from file preparation to final checklists |
| 5/2013 – 10/2015 **Saudi-Soft**  [www.saudisoft.com](http://www.saudisoft.com)**General Projects Translation/Localization Team Lead**Responsible for team building, management, coaching and trainingMaintaining the optimum quality and productivityHandling translation projects for a wide range of clients in various fieldsManaging and coordinating translation/localization projects for a wide range of clients in various fields |
| 5/2009 – 4/2013 **Arabize**  [www.arabize.com](http://www.bayan-tech.com)**Miscellaneous Translation/Localization Business Unit Head**Resource managementResource coachingOperational and strategic planningQA and TestingReporting and providing milestones, feedbacks and appraisalsTraining: 1:1 and sessions, for my team, new-comers and others |
| 7/2008 – 5/2009 **Bayan-Tech**  [www.bayan-tech.com](http://www.bayan-tech.com)**QA, Vendor Manager**Quality managementResource trainingTranslation, revision, proofreading, evaluatingManaging applicants (CVs, Testing Skills, DB logging)Contacting vendors for specific jobsFollowing up vendors for specific jobsLogging positive/negative feedbacks in Vendor DB, and more… |
| 1/2007 – 6/2008 **E-Localize**  [www.elocalize.net](http://www.elocalize.net)**QA, Translation Manager**Leading translator and reviewer teamsQuality managementResource management |
| 7/2002 - 11/2006 **Arabize**  [www.arabize.com.eg](http://www.arabize.com.eg)**Senior Reviewer**Translating and reviewing software, help, manuals and web-sitesTesting localized software |
| 6/2001 - 8/2001 **Future Soft (Currently: Future Group)** [www.future-group.com](http://www.future-group.com)**Translator**Being Trained on CAT toolsLocalization |
| **Language Pairs** | English<>Arabic |
| Fields of Expertise | * Marketing and transcreation
* Financial and Legal
* IT, Telecommunication and Website localization
* CRM, ERP, and DBs
* E-Learning, Home Appliance, Medical, Imaging, Photography, Printing, Automotive, Military, Mechanical, Mining, Sport, Gaming, Political, Economic, Life Sciences, Islamic, Environment, Fine Arts, Literary…
 |
| Clients | * **Al Tayer Group**
* **Babel**
* **Bayan Tech**
* **BridgeHead Media**
* **DashWord**
* **Four Pillar Communications (FPC)**
* **Globalization Partners International (GPI)**
* **Hamad Bin Khalifa University Press (HBKU Press)**
* **HolidayMe**
* **Liberos**
* **Lionbridge**
* **Manta NetWork**
* **Noon**
* **Smartlation**
* **Ureed**
* **Vocalink**
* **Welocalize**
* **YYZ**
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| Projects / Accounts | * **Adobe**
* **Amazon**
* **Angsana Resorts**
* **Apple**
* **Arab Bank**
* **Asha's**
* **Banyan Tree**
* **Banque Internationale à Luxembourg**
* **Bentley**
* **BlackBerry**
* **Cartrack**
* **Canon**
* **CellPoint**
* **Centrify**
* **Cisco**
* **Cognizant Technology Solutions**
* **Comsys**
* **Corthouts**
* **Covance**
* **Cummins**
* **DAON**
* **DELL**
* **Deloitte**
* **Detica**
* **D-Link**
* **Domino's**
* **Dubai Parks & Resorts**
* **Elcano jobs**
* **ESET**
* **European Parliament**
* **Expedia**
* **Expo 2020 Dubai**
* **Farah Experiences**
* **Flir**
* **GAP**
* **GardaWorld**
* **Google**
* **Haptoor Grand Resort**
* **Honeywell**
* **HP**
* **IBM Lotus**
* **ICQ**
* **IDC**
* **Intel**
* **Kodak**
* **LRN**
* **MAN Truck**
* **Marriott**
* **Massachusetts Department of Public Health**
* **May Well**
* **Mayo Clinic**
* **Mcafee**
* **MENAFATF**
* **Microsoft**
* **Midor**
* **Military Entities**
* **Millennium Hotels & Resorts**
* **Mitso Minirals**
* **Motorola**
* **NHS** **Direct**
* **Nisnass**
* **Nokia**
* **Novell**
* **Odebrecht**
* **Open Text**
* **Ounass**
* **Oracle**
* **PACCAR**
* **Pearson**
* **Perdrigo**
* **Polaroid**
* **Profile XT**
* **SAP**
* **Samsung**
* **Saxo Bank**
* **Schindler**
* **Shell**
* **Sierra Wireless**
* **Sony**
* **Sony Ericsson**
* **Special Olympics**
* **Spil Games**
* **Steigenberger Hotels & Resorts**
* **Symantec**
* **Synaptics**
* **Thomson Reuters**
* **Toshiba**
* **Travelport**
* **Ubbink**
* **Uber**
* **Ultradent**
* **Universal Sport**
* **USR**
* **Vertu**
* **Volvo**
* **Walt Disney**
* **Wanzl**
* **Western Digital**
* **Whip Mix**
* **Winsoft**
 |
| Published Works | * **Books:**

ارفع نسبة ذكائكHamad Bin Khalifa University Press, 2020إتقان الأرقامHamad Bin Khalifa University Press, 2020حياكمHamad Bin Khalifa University Press, 2020كتاب الأطفال "كيف"Hamad Bin Khalifa University Press, 2020* Disney Infinity:<https://www.youtube.com/watch?v=mGiEzeCTBf0>
* Assassin's Creed:<https://www.youtube.com/watch?v=100gyQql4_E>

<http://assassinscreed.ubi.com/ar-AR/news/news_detail.aspx?c=tcm:195-212661-16&ct=tcm:148-76770-32>* Farah Experiences (UAE):<https://farahexperiences.com/ar/index.html>

<https://www.yaswaterworld.com/ar><https://www.ferrariworldabudhabi.com/><https://www.wbworldabudhabi.com/> * Asha's Restaurants:<https://ashasrestaurants.com/ar/>
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| Education | 1996 - 2001 Ain-Shams UniversityB.A., Degree in English Language, Al-Alsun |
| Languages | **Language Read Written Spoken****Arabic** Native Native Native**English** Excellent Excellent Excellent**Russian** Fair Fair Fair |
| Training Courses | * 2001: **Microsoft Windows, Office and Internet** course, Al-Alsun Faculty, Ain-Shams university
* 2002: **PC Hardware Maintenance** hands on training, Egypt International Trade
* 2005: **Preparing Websites and Software for Localization** workshop, LISA Forum Cairo, Localization: Perspectives From the Middle East and Africa
* 2006: **Time Management** course, Dale Carnegie Training Center, Sponsored by Arabize
* 2006: **Fast Typing** course, YAT Training Center, Arabize
* 2007: **Business Professional Communication** course, E-Localize
* 2010: **Certified Localization Professional** course, TILP institute.
* 2011: **Excel 2007 Professional** course, Arabize.
* 2012: **Leadership Workshop**, Eitesal
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| Memberships | TILPID # A2010102Proz<http://www.proz.com/profile/102346>Translation Directory<http://www.translationdirectory.com/translators/account/>Translators Cafe<https://www.translatorscafe.com/cafe/member24836.htm>\*\*Some profiles might not be updated! |
| Localization / CAT Tools | * **Translation Processing**

Trados Translator Workbench, Trados TagEditor, Trados WinAlign, Trados T-Windows, SDLX, WordBee, FlexyTrans, Alchemy Catalyst, Transit Satellite PE, Workspace for Word, Workspace XLIFF Editor, Idiom, WordFast, Passolo, SDL Trados Studio (up to 2019), MemSource (Cloud & Desktop), MemoQ...* **Project Specific**

Microsoft LocStudio, Microsoft Helium, IBM Lotus Red, IBM Lotus Domino, Novell Red, Novell Localization Workbench 1.1.1, SonyEricsson Translator Tool , Google Translator Toolkit, Google LQE, DELL , Apple Idiom Worldserver, Dell Storm and DNS (Translation Management System), Lionbridge Service Partners Portal , Cummins DocZone, Oracle Hyperhub, SAP System, Memsource* **Terminology DB**

Trados MultiTerm, Tres, Term Studio, TermWiki, Novell iTerm* **QA Check**

Workspace Linguistic Toolbox , Xbench, QA Distiller* **Testing and LSO**

Adobe Acrobat Professional, XML Viewers, Quint, LRN Collaboration Site* **Query/Bug DB**

Jira, Dell LQS, Product Studio, Novell eRoom, Sharepoint, Moravia Issue Tracker, Lionbridge Bugmania, Vistatec Sharepoint |
| Reference Persons | * **Daniela Bustamante** Director, Global Production Services – Globalization Partners International dbustamante@globalizationpartners.com +14062733213
* **Rima Ismail** Outreach and Special Projects Manager, HBKU Press rismail@hbku.edu.qa +97444540960
* **Omar Aly** Former Business Development Manager, Arabize ‎ogtwin@gmail.com +201001984103
* **Ahmad Abdul-Hamid** Executive Manager, E-Localize a.hameed@elocalize.net +201006320645
* **Nashwa Abdurrahman** Former Translation Manager, Saudi Soft +201006596324
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| Interests | Reading and writing literature, Scout, Safari, Photography, Chess, Fitness and Gym, Swimming, Ping Pong, Bowling, Movies, Gaming, Fishing |