**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](mailto:muhammadramadan@gmail.com)  eMail2: [muhammadramadan@icloud.com](mailto: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 fields  Delivering high quality linguistic services and products  Carrying out urgent tasks without compromising quality  Handling large volumes on a TEP basis in association with a team of excellent translators  Coordinating 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 training  Maintaining the optimum quality and productivity  Handling translation projects for a wide range of clients in various fields  Managing 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 management  Resource coaching  Operational and strategic planning  QA and Testing  Reporting and providing milestones, feedbacks and appraisals  Training: 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 management  Resource training  Translation, revision, proofreading, evaluating  Managing applicants (CVs, Testing Skills, DB logging)  Contacting vendors for specific jobs  Following up vendors for specific jobs  Logging 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 teams  Quality management  Resource 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-sites  Testing 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 tools  Localization |
| **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** |
| 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 ذكائك  Hamad Bin Khalifa University Press, 2020  إتقان الأرقام  Hamad Bin Khalifa University Press, 2020  حياكم  Hamad Bin Khalifa University Press, 2020  كتاب 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/> |
| Education | 1996 - 2001 Ain-Shams University  B.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 |
| Memberships | TILPID # A2010102  Proz<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 |
| Interests | Reading and writing literature, Scout, Safari, Photography, Chess, Fitness and Gym, Swimming, Ping Pong, Bowling, Movies, Gaming, Fishing |