

Shukri Budair

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Personal Information

- Date of Birth : 19th July 1967
- Place of Birth : Damascus
- Nationality : Palestinian residing in Syria
- Marital Status : Married (1 child)
- Conscription : Completed

Current Situation

I am working as a sworn translator in a servicing office in Damascus (part-time) and working as a public relation officer for a foreign company as well as a part-time translator for some local companies.

Education

1986 – 1991 Bachelor Degree in English Language & Literature, majoring in translation.

Damascus University, Damascus, Syria

- Completed the full course of English Language & Literature in Damascus University. I obtained the Bachelor Degree. I studied one year of postgraduate studies in English Arabic Translation.

1995 – 1996 Certificate in Sworn Translation, English to Arabic and Arabic to English.

Ministry of Justice, Damascus – Syria

- Followed a course in sworn translation at the ministry. .The certificate gives me the power to perform the legal translations in both languages orally and in writing for foreigners who have transactions or business with the governmental authorities. I am also entitled to translate documents issued in overseas countries such as marriage, birth and educational certificates and agencies agreements made by overseas companies to Syrian businessmen.

Professional Experience

1990 – 2000 IWAN Hotel 4 – Stars (Damascus – Syria)
Front Desk Officer “ Receptionist “

- Held the position of Receptionist at the said hotel, organizing bills, welcoming customers, marketing and preparing the balance report.

1992 – 1998 Ministry of Education in Damascus (Damascus – Syria)
Teacher of English Language

- Teaching students who are preparing to enter secondary school aged 15. Lessons include conversation, grammar and composition. Award two teaching certificates from the Ministry of education in recognition of the high standard of my students.

2000 – 2001 Khawam Services Office (Damascus – Syria)
English Language Translator of the Office

- Performing commercial, legal and technical translation for business clients. Legal translation of marriage ceremonies at the civil court on behalf of the foreign brides marrying Arabs. Legal translation for foreigners who appoint Syrian lawyers or businessmen.

2001 – Now International Development Systems (Damascus – Syria)

Held the position of Public Relations Officer .

- Translating and archiving all incoming faxes and e-mails from European and overseas companies. Preparing the relevant answers in English written by the General Director of the company.
- Accompanying foreign delegations visiting the company. Reception at the airport, performing all arrangements of the hotel booking and accommodations, providing the required translation in and outside the company premises. Issuing the draft agency agreements made with foreign delegations in both languages to be read and signed by the general director.

2001 – Now Al-Midani Services Office (Damascus – Syria)

English Language Translator .

- Held the same responsibilities Khawam Services Office.

2001 – Now Syrian Film Organization (Damascus – Syria)

Translator of English/Arabic

Appointed translator of delegations visiting the Organization. Accompanying the foreign working team (photographers, sound unit members.), translating tender offers submitted to the organization from foreign companies.

Other Skills

I am computer literate and can operate Microsoft Office Word, PowerPoint, Excel, Access and the internet.

Followed full course in computer maintenance, Corel Draw 11 and Photoshop.

Interests & Activities

I am interested in advertising and have designed posters and car stickers for a number of local companies in Damascus. Designed visit cards for friends and local offices.

Languages

- Arabic is my mother tongue.
- I can speak, read and write good English.