

Baleegh Abdullah Ahmed
Curriculum Vitae
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Address: Sheraton Area, Sana'a, Yemen

PROFESSIONAL EXPERIENCE

April 2019 – till now Basha Computer Company
Sana'a – Yemen

COMMERCIAL MANAGER AND TRANSLATOR

Duties and Responsibilities:

- Researching the legal and commercial landscape of new markets both in the Yemen and abroad, identifying and communicating risks of those opportunities and establishing corporate structures to deliver the business.
- Involving in preparing bids for new contracts, including national frameworks and high value contracts.
- Working on new opportunities and responsible for reviewing company policies to make sure they stay relevant and manage contract performance to ensure the company is meeting customer expectations.
- Responsible for oversea communication and correspondences with potential manufacturers and exporters via phone call and e-mail messages.
- Frequently conduct meetings with key stakeholders to negotiate contract terms and variations and subsequently lead on the delivery of those agreements.
- Working closely with all teams within the company and provide them with technical translations related to their duties particularly when projects' work plans and related documentations are in English.

April 2006 – up to now Translator at The International Office for Translation Sana'a, Yemen

Duties and Responsibilities:

- Arabic – English – Arabic translation of various types of documents (commercial, legal, and technical)

April 2020 – End of July 2020 Translator for Social Fund for Development (SFD) Sana'a

English – Arabic and vice versa Translation of project proposals to be sent to donors for approval.
Drafting projects' proposals in English

January 2016- up to now Freelancer translator / interpreter, Sana'a - Yemen

Contract based translation assignments with corporates, NGOs and INGO like:

- Yamaan Foundation for Health and Social Development Jawhar St. west of Hadda Water Factory, Hadda Zone, Sana'a, Yemen
- Office of the United Nations High Commissioner for Human Rights (OHCHR)(Geneva), Research and Right to Development Branch Anti-Racial Discrimination Section

July 2013 – 31 December 2015 United Nations Development Programme (UNDP)
Sana'a – Yemen
Translator/ Interpreter Analyst in the Support for Elections during Transitional Period (SETP) Project

Duties and Responsibilities:

Under the direct supervision of the SETP Chief Technical Advisor working as an integral part of the project's team, ensuring maximum professionalism and adding capacity in supporting the mandate of SETP.

As Interpreter/Translator Analyst I worked closely with SETP team members and undertook the following specific tasks related to interpretation, translation and proofreading:

- I Interpret/translate for SETP team members at meetings and workshops.
- Translation and proofreading of SETP external documents and products such as: election related laws, correspondence and regulations, materials for the media and public information unit, including press releases, media advisories, publications, reports, and other related texts. These texts could be for print publications, broadcasts, public consumption or the website.
- Translation and proofreading of UNDP/SETP internal documents such as: mission, project annual and other types of reports, publications, messages, and texts for the UNDP/SETP project; UNDP/SETP rules, regulations and guidelines, any other internal texts as required. The translated text has to be delivered in MS Word, Excel, PowerPoint files, as required, following the formatting of the original document as needed.
- Translation and proofreading of documents and materials on electoral updates, timelines and statistics in English-Arabic and vice versa.
- Translation and proofreading all text contained in figures, boxes, tables, photo captions, sources and covers. Proofreading and editing will be done primarily using Adobe Acrobat 8. Proofreading and editing of MS Word documents will make use of track changes.
- I perform terminology research to ensure the accuracy and appropriateness of all translations. I am responsible for ensuring quality and accuracy of the entire document before submitting it back to the SETP management.
- Provision of interpretation services for UNDP/SETP officials and consultants during their visits and missions including workshops and conferences.
- I am also responsible for ensuring quality, smoothness and accuracy of the interpretation provided in meetings, workshops and trainings.
- Perform any other duties as may be requested by SETP Chief Technical Advisor, Project focal point or Governance Team Leadership.

**Apr 2005 - June 2013 Gallo Oil Yemen Inc. , Sana'a –
Yemen Translator / Interpreter and Commercial Assistant**

Duties and Responsibilities

English - Arabic - English Translation of the following:

- Official letters, documents, legal contracts, technical reports.
- Checking soundness of textual coherence and cohesion of contracts and other translated Materials.
- Filling in visa applications and residence renewals and registration of Indonesian staff coming to Sana'a in the police station upon arrival to Sana'a.
- Providing linguistic advices for officials when needed.
- English Arabic English Interpretation between Indonesian Engineers and Yemeni government people from the Ministry of Oil & Minerals and Petroleum Exploration & Production Authority and other related government authorities.

**Apr 2003 - March 2005 WATANI BANK FOR TRADE AND INVESTMENT
MANAGER OF L/C DEPT.**

Duties and Responsibilities:

- Opening L/Cs for customers
- Scrutinizing L/C texts (swifts) to ensure linguistic and technical soundness as per the International UCP of Letters of Credits and Customers Application.
- Scrutinizing L/C Documents received from correspondent banks against the issued L/Cs.
- Checking and ensuring that L/C procedures are in compliance with banking norms and rules.
- Responding to the enquiries received from overseas bank in connection with L/C matters.
- L/C reconciliation matters with correspondent Banks.

**November 2001 - April 2003 YEMEN ISLAMIC BANK, Taiz Branch
L/C DEPUTY MANAGER**

Duties and Responsibilities:

- Opening L/CS for customers and revising documents.
- Handling correspondences with oversea banks.
- Checking entries of L/Cs

May 1999 - July 2001 EMBASSY OF INDIA SANA'A , Yemen

COMMERCIAL ASSISTANT & TRANSLATOR/ INTERPRETER

Duties and Responsibilities:

- Translating news articles and incoming messages.
- Making necessary arrangements for meetings of Ambassador and with governmental officials as requested.
- Handling commercial enquiries.
- Matching Yemeni companies with their interested counterparts in India. Conducting market surveys and preparing annual commercial reports of the Indian exports to Yemen.

EDUCATION

English Department, Faculty of Arts, Sana'a University

1994- 1997 *English Literature, Bachelor Degree, GPA VERY GOOD*

1998 – 1999: **MA Programme in English (Linguistics)**
English Department, Faculty of Arts, Sana'a University

Training Courses:

Training Courses:

Online learning course:

- Introduction to International Humanitarian Law (IHL) 20 December 2020
- Introduction to History of Humanitarianism 23 December 2020
- Project Management 23 December 2020

Individual First Aid Kit (IFAK)

Date: 07 Dec 2015

Location: UNDP - Sana'a, Yemen

Diploma in Business Communication Skills from Advance Learning Interactive Systems Online (e-learning). ALISON

Online Training: Learning Management System (LMS)

- Training: UN Conflict Sensitivity Module 2
Date: 05 Dec 2015

- Training: Conflict Sensitivity Module Part1
Date: 04 Dec 2015
- Training: Conflict Sensitivity Module Part2
Date: 04 Dec 2015
- Training: Conflict Sensitivity Module Part3
Date: 04 Dec 2015
- Training: UN Prog. On Prevention of Harassment
Date: 19 Sep 2014
- Training: Gender Journey
Date: 17 Sep 2014
- Training: UNDP Legal Framework: Administrative Law
Date: 31 Aug 2014
- Training: Basic Security In The Field (BSITF)
Date: 15 Jul 2013
- Training: Advance Security In The Field (ASITF)
Date: 15 Jul 2013

Personality Skills

- Able to determine priorities
- Accuracy and punctuality
- Able to meet deadlines
- Well organized
- Flexible, able to adapt
- Fast learner
- Ability to work independently and often under pressure

Skills

- Excellent Computer skills MS Office (Word, Excel and PowerPoint) internet and Outlook
- Ability to work in a team of multi-cultural backgrounds
- Strong analytical, leadership and organizational skills
- Good communication and reporting skills
- Understanding, interest and commitment to humanitarian activities