**Curriculum Vitae (*Resume*)**

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| **Personal Profile:** | | |
| Name  Nationality  Date of Birth  Contact No.  E-mail Address | : **Ibrahim A.S. Habbad**  : Saudi Arabian  : Dec. 19.1960  : U.A.E. 00971-55- 3378911  : ibrahim.habbad@gmail.com |  |
| **Qualifications:** | | |

* **Master of Arts in Leading Innovation & Change** - York St. John University,

York, United Kingdom

* U.S. equivalent **Bachelor’s degree in Management**
* **Diploma in Translation** (*English/Arabic*) – David Game College– London, U.K. Attested by the “British Council”.
* **Air Force Technical Diploma,** consists of 3 certificates – Royal Saudi Air Force through Pakistan Air Force

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| **Training Courses:** |

* Intermediate **American English Course** at the E.L.S. - K.A. Air Force Base, Dhahran, Saudi Arabia
* **F-5 airplane Familiarization** **Course** at the Tech. Training School - K.A. Air Force Base, Dhahran, Saudi Arabia

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| **Side skills:** |

* A **Private Pilot** with more than **220** Flying Hours on Singl-Engine airplanes - U.S.A.
* A freelance **Advertisement Model** on prints (*Newspapers & magazines*), and on TV: -

I did some prints and TV commercials as a freelance Advertisement Model, includes: -

1. Dubai International Airport’s new terminal TV commercials.
2. Galaxy Chocolates TV commercials at Al Wafi City Mall in Dubai, through Film Works ’Film Cast’ Production Company, Dubai.

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| **Career Profile**  Employments in the United Arab Emirates: |

Employer: **Haward Technology Middle East**, (*HTME L.L.C*.), United Arab Emirates

Period: Apr. 20. 2013 to Aug. 11.2020

Position: **Deputy Administration Manager**

Duties: Assist in developing and improving the administrative systems, policies, procedures, and public relations.

Act as the senior interpreter/ translator (*English/Arabic & vice versa*), include the translation of technical overviews and e-learning files.

Act as an agent and a liaison officer for the company in Saudi Arabia.

Employer: **Emirates International Law Center** - Dubai, UAE.

Period: Feb.15. 2011 to March 31. 2013

Position: **Legal Interpreter /Translator and Admin. Assistant**.

Duties: Interpret legal discussions simultaneously between attorneys and clients.

Translate legal, commercial, medical and technical documents.

Employer: ***GOOD YEAR* – Middle East FZE**- Dubai, UAE.

Period: Oct. 2010 to Dec. 2010

Position: **Public Relation Administrator cum Translator (***Temp role*).

Duties: Process and follow up all correspondences and business development with Governmental and private sectors, including the interpretation and translation of correspondences.

Employer: **Dar Al Wadeh** Publishing Co. - Dubai, UAE.

Period: Oct. 2007 to Oct. 2010

Position: **Interpreter /Translator** (*Eng./Arabic & vice versa*)**.**

Duties: Interpret discussions, and translate books, documents, and brochures.

Employer: **M**ulti companies and agencies

Period: Feb. 2004 to Oct. 2007

Position: **Independent Translator,** **Market Research, P.R. & B.D. Agent**

Duties: Translate documents, certificates, brochures and questionnaires. Act as a Market Research, Public Relation Agent, and Business Development Officer.

Employer: **Incite Research & Marketing Solutions**, Dubai- U.A.E.

Period: Jan. 2003 to Jan. 2004.

Position: **Market Research Coordinator & Interpreter/Translator**

Duties: Coordinate and interpret briefings to multinational interviewers, translate questionnaires and transcribe interviews’ audio and video tapes.

I supervised project’s field works.

Employer: **Research & Analysis Group, Dubai, UAE**

Period: Jul 2001 to Dec 2002

Position: Market Research Coordinator & Interpreter/Translator

Duties: Coordinate and interpret briefings to multinational interviewers, translate questionnaires and transcribe interviews’ audio and video tapes.

I supervised project’s field works.

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| Employments in Saudi Arabia**:** |

Employer: Ramas Media & Advertisement Agency- Riyadh, K.S.A.

Period: Jan 1996 to May 2000

Position: **Translator & Public Relation** **Administrator**

Duties: Translate documents, brochures, and leaflets. Account development, writing press releases, and interacting with the media

Employer: Bill Helicopter Arabia, “*Medical Evacuation Program*” - Riyadh, K.S.A.

Period: Nov. 1992 to Sep. 1995

Position: **Chief Communication Coordinator / Translator**

Duties: Supervising the communication center, include: -

* Relaying info of evacuation on fixed and rotor wing aircrafts.
* Staff coordination & scheduling, and public service functions.
* Interpret discussions and translate documents and medical reports.
* I supervised and led a team of eight communication operators.

Employer: Saudi Royal Guard, through “*The American Protective Company*” - Riyadh.

Period: Jan. 1992 to Nov. 1992

Position: **Interpreter / Translator**

Duties: Interpret indoors & outdoors discussions between the Royal Guard’s officers and American advisers. Translate documents and booklets, plus transcription of audio & video tapes.

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