**Mohammad Ahmad Daoud Najmi**

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**Personal Information:**

Gender: Male

Status: Married

Date of Birth: June 14th, 1960

Place of Birth: Nablus, West Bank

Nationality: Palestinian

**Education:**

* 1985-1987, University of Rajasthan, Jaipur, India

  ***Master of Science (Geology)***

* 1987-1983, University of Baghdad, College of Science, Baghdad,

 Iraq.

 ***B.Sc. in Geology***

**Training & Courses:**

* September,2011;Cambridge International College of Canada:

***Award of Excellence with Distinction in Advanced English<>Arabic Translation and Interpretation.***

* May, 2009, Ministry of Justice, Ramallah, Palestine.

***English<>Arabic Translation License***

***(Sworn Translator Certification)***

* September, 1992, University of Jordan, Centre for Consultation Technical Services & Studies, Amman, Jordan

***Advanced English<>Arabic Translation Course***

* August, 1991, the British Council Language Centre, Amman

***Certificate (Level 12 Grade A) on higher skills for communication***

* April, 1990, Majed Institute for Continued Education, Baghdad, Iraq

 ***Typing Skills (Arabic, English)***

* January, 1990, Majed Institute for Continued Education, Baghdad, Iraq

 ***Intermediate Statistical Skills***

**Work Experience:**

* Currently working as a ***Freelance Translator***, and also

 working for the Palestinian Water Authority as the ***Official***

 ***Translator and Interpreter***.

* 1999-2008, Memphis, Tennessee, United States of America

 ***Private Business Manager***

* 1994-1998, Memphis Whole Sale, United States of America

 **Title: *Sales Manager***

Main duties:

* + - Prepare purchase orders.
		- Follow-up on clients complaints and ensure compliance with high quality service
		- Attend district meetings and coordinate decisions to sales representatives.
* 1990-1992, Arab Scientific Institute for Research & Transfer of Technology (ASIR),Ramallah:

**Title: *Translator & Research Assistant***

Main duties:

* Conduct research studies on Jojoba seeds for oil production and its use in cosmetics application.
* Conduct research studies on sheep raising and crossbreeding of refined varieties.
* Carry out relevant material translation mostly scientific essays, journals and papers.
* Carry out field statistical studies.
* 1987-1990, Furat Scientific Centre for Research & Translation, Baghdad, Iraq.

**Title: *Editor & Scientific Translator***

**Main duties:**

* Translate post-graduate papers and theses.
* Carry out field statistical studies.
* Edit and translate scientific articles for local newspapers.
* 1983-1985, Qabalan City Hall (Municipality), Nablus, Palestine

**Title: *Statistician & Communications Officer***

**Main duties:**

* Carry out various official statistics, census compilation,. Representative and spokesperson to the Hall
* **1983-1985*, Private English, Math & Science Tutor***

**Languages:**

Fluent in both Arabic & English

**Computer skills:**

All sorts of computer applications, internet tools user

**References:**

 Dr. Sameer Rammal, PhD, Chairman, Department of

 Languages & Translation, Birzeit University.

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Karen Assaf, PhD, Director of ASIR, Palestine

Telephone: 00970-955380

Dr. Ali Yusef Awwad, Dentist, Amman, Jordan Mobile:+962795575519

Dr. Jamil Yusef, United Nations Relief & Works Agency for Palestine Refugees, Lebanon

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