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| **Muna A. Ibrahim**  **Senior Translator & Copywriter** | [creativetranslation@yahoo.com](mailto:creativetranslation@yahoo.com)  [munazad3@gmail.com](mailto:munazad3@gmail.com)  [creativetranslation@hotmail.com](mailto:creativetranslation@hotmail.com)  Skype: muna.ibraheem3  +971 50 1948921/ 567864520  + 2 0114 5733147  Member of Arab Professional Translators Society # 10814 |

1. **Scope of Experience**

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| * Document Translation | * Copywriting |
| * Proofreading & Editing | * Transcription |

1. **Areas of Specialization**

I translate from English into Arabic and vice versa.I’m focused on disciplines, e.g.:

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| * Accounting & Audit | * Human Resources & Training |
| * Business & Commerce | * Entertainment and Subtitling |
| * Finance & Banking | * Human Science & Linguistics |
| * Patents | * Hospitality |
| * Taxation | * Politics |
| * Contracts & Legal Documentation | * Socioeconomics |
| * Science & Technology | * Quality Assurance |
| * Oil & Gas | * Marketing & Advertising |
| * Marine and Shipping | * Healthcare |
| * Technical Manuals | * Insurance |
| * Civil Engineering & Construction | * IT and websites |
| * Automotives | * Government & Politics |
| * Agriculture & Botany | * Certificates |

1. **Career Highlights**

My career started in 1995 as a translator having my exposure to the field through translating and proofreading different material types on full-time basis for firms and translation agencies in Egypt and Kuwait until I reached a senior position. The following represents my career history:

* **2004- 2010:** **Baker Tilly Kuwait/Global Consultants**, an independent Member of *Baker Tilly International* based in London, the 8th largest audit and consulting network worldwide, from. My role involved the following:
* Senior Translator, and Copywriter
* Technical Writer & GM Technical Assistant. Some tasks included:
* Formulating corporate profiles, marketing materials … etc
* Writing and updating the corporate website body text along with search engine optimization (SEO) process.
* formulating business proposals and revising them with line managers
* Conducting research work and contributing in writing business deliverables
* Taking up tasks such as:
* review and update of the organizational chart;
* formulating and updating the corporate policy and procedures, HR manuals and job descriptions,
* promoting knowledge management and organizational development,
* staff training;
* Member of the selection and employment panel.
* Training Manager Assistant for:
* setting and updating annual/quarterly training plans and rush programs/courses;
* contributing with course outlines and managing outlines set by trainers;
* managing technical aspects related to international professional certificate review courses e.g. CMA®, CPA, CIA®, CFA®, PHR/SPHR®, PMP®, CISA®,
* constant contact with professional certificate trainers for updates regarding the technical issues related to review courses and/or certifying bodies;
* helping certificate review participants with registering themselves as members with certifying bodies and applying for certificate tests/exams.
* **2003-2004:** **Legal & Financial Translator** - Rakhis Trading & Contracting Company, Kuwait,. My role involved translating business legal contracts and different business documents and managing foreign client contacts.
* **2000 – 2002:** **Translator, Proofreader & Copywriter** - E& H Translation Office, Cairo,.
* **1996–2000:** **Translator & Proofreader**, Mitsco Translation & Languages Center, Cairo-
* **1995 – 1996:** **Translator** - Global Connections – Leenah, Cairo.

1. **Client List**

I turned since 2010 to self-employment to become a full time freelance translator after being a full time translator since my graduation in 1996. I developed and added to my client portfolio to include clients based in Egypt, Kuwait, Oman, U.A.E, Qatar, Jordan, UK, Switzerland, Poland, U.S.A, Singapore and India. The following list includes examples some of whom are direct clients and others are indirect ones.

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| * Petra Legal Translation, Dubai, UAE | * Fawaz Group, UAE |
| * Global Consultants - Baker Tilly Kuwait | * Kuwait Financial Center |
| * Kuwait Petroleum Corporation- KPC (including K-companies: KOC, KOTC, PIC, KNPC) | * Qatar Supreme Council of Information & Communication Technology - *ictQATAR* |
| * National Bank of Kuwait (NBK) | * Ahli United Bank (previously: bkme) |
| * Unicorn Bank, Bahrain | * PNB Paribas, Kuwait |
| * Assarraf & Al-Rouayyeh Law Firm, Kuwait | * Pioneers Translation Office, Oman |
| * Dar Uttarjama Translation Bureau, Kuwait | * Falcon Translation Office, Kuwait |
| * Abu Ghazaleh, TAGI Amman, Jordan | * Moya Holding Co., Kuwait |
| * The Native Translator (TNT), Switzerland | * Sukaina Translation Office, Jordan |
| * Lingo 24, Scotland | * Rosetta Translations, UK |
| * Lotus Agriculture Development – Egypt | * The Translation Doctor TDL - UK |
| * Effictory (Poland) | * British Council in Cairo |
| * National American Maritime Organization in Cairo (NAMRO) | * Egyptian Ministry of Culture (National Translation Project): |
| * Egyptian Ministry of Health | * George Usawa Macrobiotics Organization |
| * UNESCO Publications Centre in Cairo | * Middle East Advisory Management Group, MAIG |
| * National Democratic Institute for International Affairs (NDI) | |

1. **Projects**

I provided and am still providing translation and different linguistic services to a host of client that belong to various business sectors. Some Examples include:

* **Global Consultants - Baker Tilly Kuwait**

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| * Bilingual Website Content (Arabic and English copywriting along with SEO); | * Bilingual Service Line Brochures, flyers and press releases; |
| * Annual Reports; | * Feasibility Studies; |
| * Technical Document Translations; | * Quality Assurance Project files (e.g. quality manuals); |
| * Prospectuses, PPMs and Valuation Reports; | * Fact Sheets, Marketing Studies and Surveys on Investment Opportunities and Social Development in the MENA Region. |
| * Solicited and unsolicited business proposals; | * HR Projects (e.g. staff manuals, JDs, compensation plans, ... etc); |
| * Training Materials; |  |

* **Material including technical, HR, legal, financial documents etc for KPC:**
* Kuwait Oil Tanker Tankers Co.(KOTC)
* Kuwait National Petroleum Co.(KNPC)
* Petrochemical Industries Co. (PIC, examples include:

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| * Tender Documents of Design, Construction & Delivery of 4 Tankers × VLCC | * Press Releases and KOTC’s PR Dept. materials |
| * KOTC Contracts Group: contracts & agreements, tender documents | * PIC: Memorandum & Articles of Associations + other official documents |
| * KNPC: MTBE/Alkylation /FCC Revamp Project (MAFP) | * PIC General Purchasing Policy Statement + Vendor Prequalification Procedures |
| * Technical Specifications | * PIC Staff Manual and Job Descriptions |
| * Different tender/bidding documents |  |

* **Financial and HR documents & annual reports for Kuwaiti Banks, e.g.:**

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| * Ahli United Bank (previously: bkme) | * National bank of Kuwait (NBK) |
| * PNB Paribas | |

* **Kuwait Financial Center: Translations of financial documents including:**
* Press Releases and Financial Digest Reports
* Memoranda and Articles of Associations of different local and international investment companies and funds
* Prospectuses, Private Placement Memoranda (PPMs), annual reports etc..
* Official certificates, certificates of good standing, Central Bank circulars etc.
* **Petra Legal Translation, Dubai, UAE**
* Legal Documents

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| * Briefs, Initiatory Pleadings | * Statements of Claim/ Appeal |
| * Rejoinders | * Notices |
| * Expert Briefs/reports | * Contracts, |
| * Sale & Purchase Agreement | * Memos and Articles of Association |
| * Distributorship Agreements | * End User License Agreements |
| * Master Sales Representation Agreement |  |

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| * Dubai Health Authority: Files on Contagious Disease Control | * GFH Financial Group BSC: Settlement Agreement |
| * Bank documentary credits (e.g. Credit Swisse) | * Termination of Employment Settlements Files |
| * Marketing Files | * Insurance Files |
| * Medical Reports Oman Post MOU | * Certificates of Experience |

* IS Files:

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| * NCEMA 7000 Gap Assessment Reports | * NCEMA 7000 Objectives Report |
| * Dubai Internet City: National Rehabilitation Centre Assessment Reports (Help AG) | * RRCER Acceptable Use Policy |
| * User Guides | * Business Impacts Analysis |

* Memoranda and Articles of Associations for different corporate legal forms
* **Assarraf & Al-Rouayyeh Law Firm(ASAR) Kuwait**

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| * Court Judgments and arbitration Files | * Files on Ship Collisions |
| * Agreements and contracts, e.g. Salvage, Construction and Decennial Liability, Istisn'a, Murabaha and Wakala contracts, | * International Regulations for Preventing Collisions at Sea (COLREGs) |
| * employment agreements, sales agreements ... etc | * Laws, decrees & orders published/ Official Gazette |
| * IMF - System of National Accounts/SNA | * Powers of Attorney |
| * Correspondence files | * Cassation judgments |

* **Qatar Supreme Council of Information & Communication Technology - ictQATAR**

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| * Qatar Domain Registry Procedures | * Vodafone Qatar License |
| * QTel-Mobile License | * ictQATAR HR Plan |

* **Pioneers Translation Office, Sultanate of Oman**

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| * Press Releases | * Court Verdicts |
| * HR Documents | * Insurance Files and agreements |
| * Medical Reports | * FIFA Disciplinary Code |
| * Material for Royal Opera House, e.g. Aida and Peter Grimes Operas | * Bank Sohar: Description of Bank & Business Overview |
| * Agenda and Memorandum Free zones Committee | * Muscat Municipality: Construction of Muscat Expressway |
| * OHS Programme | * HSE Manuals, e.g. for Emergency Response Plan |
| * System Integration Reports | * IS Procedures Manuals |
| * OAB Ibank User Guide | * Files for Petroleum Development Oman |
| * Files for Royal Sultanate Opera House |  |

* **Dar Uttarjama Translation Bureau, Kuwait**

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| * Insurance and Social Security Files | * Financial Translations |
| * Maritime Files | * Legal Files and contracts |

* **Falcon Translation Office, Kuwait**

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| * Contracts and Agreements | * Company Annual Reports |
| * HR Documents | * Culinary Files |
| * Court Files |  |

* **Unicorn Bank, Bahrain**
* Internal Audit & Investigation Files
* Unicorn Annual Report
* **Abu Ghazaleh, TAGI Amman, Jordan**

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| * Financial & Management Systems of Juzoor Foundation for Social Development, Jerusalem | * Files for International Federation of Intellectual Property Attorneys |
| * Files for UNISEF | * Investment Fund PPMs |
| * Investment Fund Memoranda and Articles of Association | |

* **Sukaina Translation Office, Amman, Jordan**

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| * RCT-Gaza Community Mental Health Program | * Analytical Articles on Philanthropic Org.: Gates Foundation |
| * Files of USAID donations contracts in Jordan | * HR – Employment Manuals |
| * Daktronics Tuff Sport Indoor Basketball LED Scoreboards Display Manual | * Memorandum and Articles of Association of Dead Sea Resort Co. |
| * Drug Store Agreements | * Cognition: CAFE Communication Style Recognition |
| * Power Plant Contract Agreement | * CBO Financial Management Manual |
| * SiemensLeb-SKonica | * Cooperation & Joint Action (Religious File) |
| * Arab Orient (A court Case) | * Onshore Contract |
| * CHF P&P | * Court Claims and Judgements |
| * Powers of Attorney | * APC-Tender Security Guards |
| * Seimens Income Tax |  |

* **The Native Translator (TNT), Switzerland**

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| * The Native Translator (TNT) Website Content and several company websites | * Social Insurance Files – for Sweden and Norway governments |
| * Automotive files on GMC | * Certificates and official documents |
| * Skylark- early childhood education material | * File on Women’s shelter in Jönköping, Sweden |
| * Contracts/Agreements | * Files on Tourist Lodgings in Europe |

* **Lingo 24, Scotland**

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| * Fresh Product Files of Lush Cosmetics | * Oxford Child Academic Dictionaries |
| * Files on Education | * PVH Corp Code of Conduct and Business Ethics |
| * HTC Discovery | * TV, Cinema and entertainment-related material |
| * Training material on the Study of Economics | * Healthcare products |
| * Transcription and localization projects | * HR files |
| * Files on Botany | * Beauty Products (e.g. LUSH products) |
| * Translator Assessment | * Test files for prospective clients |
| * PRNewswire Translations (Press releases + journalist materials) | |

* **Rosetta Translations, UK**

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| * A Book on Rethinking School Feeding | * Website content |
| * Contract GECOL and ALSTOM | * Docs on the SAG & RAG philanthropic activity |
| * business proposals and letters | * Hanover Search Group Brochure |
| * Plan of Training Courses for BBC Media Action | * Dialogues in Libyan Arabic into English |
| * Official certificates: birth, marriage, IDs … etc | * Court Order/judgements |
| * Phoenicia Capital Investments: Investment horizons for the Arabian Maghrib after the Arab Spring: | * Phoenicia Capital Investments on "Central Bank Discussion - Government of Libya" |

* **The Translation Doctor TDL - UK**
* Official documents: Marriage certificates, IDs, certificates of nationality
* A Survey – Determinants of the Quality of Service provided by Airlines
* **Middle East Advisory Management Group - MAIG**

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| * HR documents, | * Training materials |
| * Financial Consulting documents | * Files on the Empowerment of Women |
| * Surveys and research papers on youth, development of rural areas, … etc | * Social research and studies on women development, reproductive health … etc |
| * Files on the advancement of education |  |

* **Egyptian Ministry of Culture (National Translation Project):**
* The Destruction of Yugoslavia – a book complied by Branca Magas.
* **Egyptian Ministry of Health:**
* Infection Prevention & Control Manuals
* **National American Maritime Organization in Cairo (NAMRO)**
* Healthcare documents related to Infection Prevention and Control
* **UNESCO Publications Centre in Cairo - Translations e.g. for:**

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| * The Museum Magazine | * Diogenes - Light of Thought |
| * The Social Sciences Magazine |  |

* **National Democratic Institute for International Affairs (NDI)**

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| * *Consecutive Translations* | * *Kuwait Parliament-related materials* |

* **British Council in Cairo**

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| * *Consecutive Translations* | * *Materials related literacy and adult education in Egypt* |

* **George Usawa Macrobiotics Organization - Books on the concepts of:**

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| * Your food is your cure | * You are what you eat |
| * Tired of Being Tired? | * Whole foods |

* **Lotus Agriculture Development – Egypt**
* A Non-Disclosure Agreement
* A technical file on the Insecticides registered in Egypt
* The Company official documents
* Field Experimental Control against Indian Red Date Palm Weevil (I.R.D.P.W.)

1. **References**

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1. **Qualifications**

* **Academic Qualifications**
* BA, the English Language, Translation & Simultaneous Interpretation, Faculty of Humanities, Branch of European Languages & Simultaneous Interpretation, Al-Azhar University, Cairo, Egypt, 1995
* Post Graduate Diploma in Linguistics & Comparative Translation, Al-Azhar University, Cairo, Egypt, 1998
* **Training**
* Ground Work of Simultaneous Interpretation Diploma from the American University In Cairo, Egypt, AUC, 1996
* Economic Feasibility Studies Course, Global Consultants- Baker Tily Kuwait, 2004
* Kaizen Management Course, Kuwait Chamber of Commerce and Industry, 2005
* Human Resources Professional Review Course (PHR), Global Consultants- Baker Tily Kuwait, 2007
* Human Resources Management Course, Global Consultants- Baker Tily Kuwait, 2008,
* Search Engine Optimization (SEO) Course, Global Consultants- Baker Tily Kuwait, 2009