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|  |  | **Yahya Kerolos**Certified TranslatorMember of **APTS** Arab Professional Translators SocietyMember of **FIT-IFT** International Federation of TranslatorsMember of **EULITA** European Legal Interpreters & Translators Association |
| SummaryCertified translator & interpreter with 14-years’ experience of optimal translation and interpretation services from Arabic into English and vice-versa. Highly motivated personality with excellent verbal/ written communication skills.Languages* Arabic: Mother Tongue
* English: Fluent (Speaking, Writing, Listening & Reading)
* German: Basics

Contact No.Phone: +96597373742AddressMaidan Hawalli – Baghdad Street – opposite to Mr. BakerDriver LicenseIssued in KuwaitEmailyahya.kerolos@icloud.comHobbiesReadingSoccerListening MusicPlaystation |  | EducationBachelor’s Degree from Faculty of Tourism & Hotels**Major**: Tourist Guidance – May 2005Work ExperienceFakhama Concept General Contracting – Translator‎12/04/2022 to PresentTranslating contracts & agreements.‎Writing the correspondences to and from Ministries/ companies.‎Translating the materials information.Creative content writing for the social media platforms.Preparing company’s profile.‎Entrepreneur Management Consulting Company – Marketing Manager 01/01/2022 to 11/04/2022Communicating and meeting the clients.‎Setting & implementing marketing strategy.Preparing company’s profile.‎Leading & supervising the posts on social media posts.‎Attending the interviews and approve the candidates.‎Roshly Trading & Importing Company – Senior Translator01/04/2019 to 31/12/2021* Translating the specifications of the products & items for import process.
* Translating the correspondences with local/ foreign companies.
* Translating product brochures, official documents and price offers to customers.
* Translating foreign newspaper and social media contents.

A&A Company, Former Distributor of Mercedes-Benz Kuwait – Senior Translator & Interpreter02/02/2008 – 31/03/2019**Translation of Paperwork*** Translating the correspondences from/ to Local Authorities, Ministries, National Guard, Chamber of Commerce & Industry and Embassies.
* Translating the tenders & bids.
* Translating the contracts, agreements, memorandum of understanding and letters of intent.
* Translating the marketing materials like; Ads, pamphlets, flyers, SMS, invitations, Radio Scripts, Social Media Videos, sponsorship requests and the press releases of newly launched vehicles/ service week/ golf competition/ Proven-Exclusivity Program.
* Translating the employment contracts & internal communications.
* Translating the circulars & administrative decisions.
* Translating compliance Presentation/ flight reports/ training forms.
* Translating the business studies.
* Translating customer complaints.
* Attending and writing-down the minutes of Board meetings.
* Compiling the Arabic interior & exterior signage.
* From 2008 to 2015, I had been responsible for translating the documents for MTU (Tenders, Letters, and Technical/ Financial Offers).
* From 2008 to 2015, I had been completely responsible for interpreting/ translating the documents of Legal Affairs Dept.

**Interpretation*** Serving as Interpreter for CEO/ After Sales Manager/ Service Manager in meetings with Customers.
* Serving as Interpreter for After-sales/ Service/ Workshop manager in Expert sessions at court/ field inspection.
* Dealing with customers of Assist. Manager for Fleet Sales (Meetings & Phone Calls).

**Localization*** Localizing the marketing materials (Radio Scripts – Ads – Flyers – SMS) in Arabic Kuwaiti dialect.
* Localizing the social media videos (Twitter – Instagram – Facebook) in Arabic Kuwaiti dialect.
* Localizing the specifications of the vehicle in offers/ quotations into Arabic Kuwaiti dialect.
* Localizing social media captions in Arabic Kuwaiti dialect.

**Supervision*** Reviewing and editing translations of other two translators in A&A Company.
* Guiding and controlling the translations flow for other two translators.

**Proof-reading** * Proof-reading the ads. designed by the agency.
* Proof-reading the press releases prepared by the agency.
* Proof-reading the radio scripts/ invitations compiled by marketing department personnel.

**Summarization** * Summarizing press release related to market analysis.
* Summarizing sponsorship requests.

AlRabeh General Contracting & Trading Company – Sales Executive25/07/2007 – 31/01/2008**Key Responsibilities:‎*** Presenting achieved works.
* Fulfilling the deal until contract signature.

**Al-Fadi Tissue Factory “Egypt” – Machine Importer & Product Distributer** Jan. 2006 to Nov. 2006**Key Responsibilities:*** Online search for tissue machines equipped with new specifications.
* Contacting the concerned person in overseas manufacturer to negotiate for price & shipment procedures.
* Preparing Al-Fadi factory documents and fulfilling T/T payment.

Skills**Computer Skills:*** Excellent Command of Microsoft Office (Word – Excel – Outlook – PowerPoint)
* Very Good Command of Visio (Windows XP, 7 & 10).
* Computer savvy & Professional Internet User.
* Fast & Accurate user of keyboard.

**Personal Skills:*** Excellent Verbal & Written Communications.
* Cultural Awareness & Excellent Social Skills.
* Analysis & Market Research.
* Active Team Member.
* Attention to Details.
* Creative Writing Skills.
* Self-Motivation & Interpersonal Relationships.
* Flexibility & Time Management.
* Accurate, Organized &Trustworthy.
* Co-operative, Confident & Friendly Personality.
* Multitasker.
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