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|  |  | **Yahya Kerolos**  Certified Translator  Member of **APTS** Arab Professional Translators Society  Member of **FIT-IFT** International Federation of Translators  Member of **EULITA** European Legal Interpreters & Translators Association |
| Summary Certified 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: +96597373742 Address Maidan Hawalli – Baghdad Street – opposite to Mr. Baker Driver License Issued in Kuwait Email [yahya.kerolos@icloud.com](mailto:yahya.kerolos@icloud.com) Hobbies Reading  Soccer  Listening Music  Playstation |  | EducationBachelor’s Degree from Faculty of Tourism & Hotels **Major**: Tourist Guidance – May 2005 Work 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 Translator 01/04/2019 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 & Interpreter 02/02/2008 – 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 Executive 25/07/2007 – 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. |