

Arafa M. Elhadad

+965 69096706



Translator, Localizer, Linguist,
Editor and Proofreader

Personal Information

Name: Arafa Mohamed Elhadad

Marital Status: Married

DOB: 24/3/1988

CONTACT



arafa.elhadad@gmail.com



+965 69096706



Arafa Hadad

Arafa.elhadad1



Hawllay , Al Muthana St.
Block 6, Building Amal 20,

ACADEMIC QUALIFICATION

Bachelor's degree in Languages &
Translation, Faculty of
Simultaneous Interpretation, Al-
Azhar University, Cairo, Egypt.
(June 2011)

GPA: Very Good (81 %)

PROFILE

I am a Senior English<>Arabic Translator with a professional experience over 11 years. I hold a License in Professional Simultaneous Interpretation. I am looking for an opportunity on a full time or freelancer basis as a bilingual translator/content analyst within a challenging and progressive environment where my translation and proofreading skills and experiences can be utilized effectively.

WORK EXPERIENCE

Senior Financial and Legal Translator at BDO Al Nisf & Partners

November 2020 till present

Audit Team:

- 1- Translate and proofread financial statements and financial information (quarters and annual FS) prepared by auditors working at the firm.
- 2- Translate financial standards such as International Financial Reporting Standards (IFRS) and international Accounting Standards (IAS).
- 3- Translate and proofread Central Bank of Kuwait (CBK) and Capital Market Authority (CMA) circulars, laws and all related publications.

Tax Team:

- 1- Translate all materials relating to tax matters in Kuwait including documents issued by the Ministry of Finance (MOF) to corporates.
- 2- Translate tax filing-related documents (to Tax Department and Tax Appeals Committee "TAC") including tax self-assessment, tax declarations, assessments, objections and appeals.
- 3- Translate all legal documents relating tax matters including writ of summons, memorandum of defence, writ of appeal, application for joinders of litigants, dockets and all other courts documents.
- 4- Translate all materials relating to Common Reporting Standard (CRS) and Foreign Account Tax Compliance Act (FATCA).

Consulting Team

- 1- Translate valuation reports, feasibility studies, and accounting and control models prepared by the team.
- 2- Translate and proofread policies and procedures manuals, internal controls manuals, internal bylaws and accounting treatment models.

Senior Translator and Proofreader

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ACCOMPLISHMENTS

- 1- Master Thesis submitted to Kuwait International Law School (Constitutional Basis For the Disciplinary and Political Liability of the National Assembly Members) (2016)
- 2- A full book for CITRA (Communication and Information Technology Regulatory Authority) on Privacy & Data Protection by Ian Walden (2017)
- 3- Master Thesis submitted to Kuwait International Law School (Using DNA Profiling in Proving Civil Status) (2018)
- 4- Master Thesis submitted to Kuwait International Law School (The Criminal Liability of Members of the Board of a Shareholding Company under the Kuwaiti Companies Law and Kuwaiti Trade Law (2019)
- 5- Master Thesis submitted to Kuwait International Law School under the title (The procedural protection of the family according to the new family law and the loopholes in the legal and practical manner) (2019)

SKILLS

Departmental Administration



Business Organization



Problem Solving



Project Management

CAN Translate Translation Company

April 2017 – October 2020

Duties and responsibilities

- 4- Translate, edit and proofread wide variety of texts and contents
- 5- Review translations made by other translators and freelancers.
- 6- Assume responsibility for proofreading and approving English material for printing and publishing.
- 7- Translate messages simultaneously or consecutively into specified languages, orally or by writing, maintaining message content, context, and style as much as possible.
- 8- Check original texts or liaise with owners to ensure that translations retain the content, meaning, and spirit of the original material.
- 9- Check translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions.
- 10- Compile terminology and information to be used in translations, including technical terms such as those for legal, economical, financial, or promotional materials.
- 11- Read written materials such as legal documents, scientific works, or news reports, and rewrite material into specified languages.
- 12- Refer to reference materials such as dictionaries, lexicons, glossaries, and computerized terminology banks as needed to ensure translation accuracy.

Management Duties and responsibilities

- 1- Manage projects and priorities, negotiate deadlines, build and maintain on-going relationships with internal customers and external partners.
- 2- Discuss translation requirements with clients, and determine any fees to be charged for services provided
- 3- Support internal customers by providing expert advice, and respond to all questions related to translation projects (administrative and linguistic).
- 4- Contribute to developing and coaching other translators in a less senior role.

Senior Translator at Canada Gulf General Reading & Contracting Company

June 2012- April 2017

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Effective Meeting Skills

Team Building

Career Planning

Presentation Skills

ANALYTICS

Career DEVELOPMENT

REFERENCES

Available upon request

I initially joined the company as a junior translator; I have progressed to senior translator and my duties were:

- 1- Translate and convert written materials from English language into Arabic Vice Versa, such as letters, publications, agreements, contracts, brochures or web pages.
- 2- Edit and proofread text to accurately reflect language.
- 3- Use dictionaries and glossaries for reference.
- 4- Provide language services to healthcare patients with limited English proficiency.
- 5- Translate patient materials and medical reports issued by hospitals and medical facilities into Arabic language.
- 6- Identify and resolve conflicts related to the meanings of words, concepts, practices, or behaviours
- 7- Adapt software and accompanying technical documents to Arabic or English language and culture.
- 8- Follow up with internal team members and clients to ensure translation meets their needs
- 9- Edit content while maintaining its original format (e.g. font and structure)
- 10- Coordinate with field experts to stay current on new translation tools and practices

Junior Translator at Gulf Center for Strategic Studies

October 2011 – May 2012

As a junior translator, my role was to assist senior members of the team, translate, proofread copy, finalise files for print and liaise between departments and order supplies as needed.

- 1- Reads through the source language, ascertains understanding of the meaning and context of that material, and converts it into a target language, making sure to preserve the original meaning
- 2- Consults with subject matter experts and seniors in order to understand specialized concepts and translate them appropriately
- 3- Uses highly specialized translation references to encourage efficiency and consistency
- 4- Translates a variety of documents including political, economic, media, legal, research, technical, scientific, educational, and commercial materials

Outsourcing Tasks

- ✓ I worked as an Outsourced Translator and Proofreader at KFH (Kuwait Finance House). (Kuwait)
- ✓ I worked as an Outsourced Translator and Proofreader at Asnan Dental Clinic (Asnan Clinic). (Kuwait)

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- ✓ I worked as an Outsourced Translator and Proofreader at Oncost Cash & Carry for translating and editing website Content (Kuwait)

AREAS OF SPECIALIZATION

All life fields including but not limited to:

- Finance, business, accounting, economy & commerce, investment
- Company policies & procedures manuals;
- Law & regulations, customs and all related document (contracts, agreements, writ of summons and all other legal documents);
- Administration & HR Articles and studies. etc
- Media, press releases, profiles, brochures,
- Politics, journalism, media, mass communication;
- Medical, Scientific, Technical & Engineering (gas & petroleum), Political
- General marketing, promotion, job descriptions,
- Medicine, pharmaceuticals, medical devices & appliances, dentistry, psychology, medical reports, history, geography

OPERATING SYSTEMS& TECHNICAL SKILLS

- Document& media localization
- Implementing and supporting all Microsoft professional versions
- Operating systems: all windows versions
- Application Software: MS Word, PowerPoint, Excel, Access, Internet Explorer, HTML, and Visio....etc
- PC Fundamentals, PC Troubleshooting
- Networking Essentials