

LETTER OF APPLICATION

Greetings;

I'm writing to convey my interest in a position at your respectable company.

I worked as the *Head of the Translation and Quality Review Department* (English into Arabic and vice versa) at **PwC, UAE – Dubai**, reporting directly to the Head of Communication and Brand, and now work as a Professional Freelancer (Arabic <> English).

I have (20) years of full-time job experience, with a focus on (Arabic into English) translation.

I am confident that the abilities I have gained from my professional and educational experiences will be beneficial to your business and/or your clientele.

Please find my contact information and a complete CV enclosed for your consideration. I would appreciate the chance to chat with a member of your recruiting team as soon as possible.

Thank you very much for taking the time to read this.

Sincerely yours,

Amin AL Abbadi

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AMIN AL ABBADI

Contact Info:

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Objective:

Seeking a good opportunity in a competitive work environment to demonstrate my aptitude and hard effort.

Experience:

November 2016 – Present

Professional Freelance Translator (Arabic <> English)

November 2009 – November 2016: PwC, UAE

Head of Translation Department and Quality Review

Speaking/Reading/Writing (Professional Translator) Level V

- Superintending the Translation Department for PwC UAE Offices.
- Developed the translation annual plan, setting the KPIs and targets.
- Assigned tasks and deployed resources, supervised and evaluated the performance of junior translators, reviewed and proofread translations prepared by other staff, and coordinated the delivery of translation services.
- Delivered translation services to all of PwC Lines of Services on time and up to the expected quality levels. This included translation of all types of documents (e.g. legal (laws, regulations, agreements, court submissions, etc.), (technical, financial, commercial, economic, etc.) from Arabic into English and vice versa.
- The focal point of contact for producing Arabic documents (e.g. press releases, newsletters, press articles, marketing materials, correspondences with various stakeholders, etc.).
- In addition to this full-time job, I was frequently engaged in the delivery of translation jobs on a freelance basis to numerous prestigious organizations, including **KPMG, Deloitte**, etc.
- Developed the translation annual plan, setting the KPIs and targets.
- Legal translation from Arabic into English: Judgments, Appeals, Petitions, Memoranda, Order on Petition, and so on.
- Participated in a variety of seminars, workshops, and symposiums (Written Translation).
- Thorough knowledge of IT, financial, medical, political, and economic terms.
- Worked at a law firm and other professional service organizations.
- Proven experience, perseverance, and strict confidentiality.
- Experience in interacting with top management.

August 2006 – October 2009 NATIONAL ACADEMY

Senior Translator cum Reviewer

Speaking/Reading/Writing (Professional Translator) Level V

- Managing (5) translators, overseeing, reviewing, and editing their works, when needed.
- Reviewing and translating Foreign Contracts/Agreements, Correspondences.
- Attending various Seminars, Workshops, and Symposiums, with MD, and writing reports;
- Legal translation (Judgments, Appeals, Petitions, Memoranda, Expert Reports, etc...) from Arabic into English.
- Experience in dealing with a demanding workload and proven ability to prioritize.
- Can-do-attitude, detail-oriented, team leader.
- Proven expertise protecting confidentiality; and
- The ability to stay serene and composed in stressful situations.

November 2002 – July 2006 AL YASIYA ADVOCATE & LEGAL CONSULTANTS

Chief Legal Translator

Speaking/Reading/Writing (Professional Translator) Level V

- Overseeing the Translation Department (Abu Dhabi, Dubai, and Sharjah).
- Managing (6) translators, overseeing, reviewing, and editing their works, when needed.
- Regular translations from Arabic into English (judgments, appeals, petitions, memoranda, expert reports, opinions on law, binding agreements, and proposals). Non-legal materials (such as newspaper articles, press releases, and inter-firm translation) from Arabic to English and vice versa.
- Legal documents and internal correspondence, such as the judiciary, labor, and other ministry documents, need to be translated.
- Business reports, foreign/local contracts, and agreements translated from English to Arabic and vice versa.
- Write, transcribe, and proofread the translated materials, ensuring that the translation standard satisfies the standards of the UAE's governments/semi-governments/private sector.
- Translation including technical reports, business reports, and various other assignments.
- Prioritization abilities and adaptation to a challenging project.
- A versatile and proactive attitude.
- Experience maintaining confidentiality is needed.
- The ability to remain calm and composed in challenging circumstances.

Credentials

2001

OMDURMAN AHLIA UNIVERSITY

Department of English, Faculty of Arts

Skills:

- ☞ Supervisory Skills
- ☞ Project Coordination
- ☞ Mentoring
- ☞ Translation
- ☞ Team Management

Memberships

- Arabic Translators International (**A.T.I.**)
- World Association of Arab Translators and Linguists (**WATA**).

References

will be provided upon request.

Availability

Immediate

I have translated many documents for renowned clients, including but not limited to:

- 'Internal Audit Manual and Policies & Procedures for Ministry of Presidential Affairs, UAE – **Arabic > English – (5) years**
- 'Proposal for Internal Audit' for Sheikh Khalifa Bin Zayed Foundation, UAE – **Arabic > English (annual basis) – (5) years**
- 'Editorial Works' for Sheikh Mohamed Bin Rashid Foundation, UAE – **Arabic > English; (annual basis) – (5) years**
- 'Financial Statements' for Barclays Bank, UAE – **(6) years**
- 'Financial Statements' for RAK Bank, UAE – **(6) years**
- 'Financial Statements' for Dubai Refreshments, UAE – **(6) years**
- 'HR Department Policies & Procedures' for Abu Dhabi Tourism Authority, UAE
- 'HR Department Policies & Procedures' for Abu Dhabi Education Council, UAE
- 'Financial Statements' for Abu Dhabi Police Department, UAE
- 'Audit Report' for Ministry of Finance, UAE
- 'Year-end Report' for GPSSA, UAE – **Arabic > English;**
- 'Audit Report' for Security & Commodity Authority, UAE – **(4) years**