

# MOHAMED MAMDOUH ALI

Subtitle Translator, Knowledge Management and Innovation Principle, Data Analyst



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📅 25 Nov 1989

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📍 Dubai, United Arab Emirates

## EXPERIENCE

### Knowledge Management and Innovation Principle Executive, Data Analyst

 Department of Economy and Tourism, Dubai Government

📅 12/2018 - Ongoing 📍 Dubai, UAE

- Managing the workflow of KMI department and Manager of the Knowledge Management Division
- Department's KPI and Risk Management SAP System Manager.
- Designing Internal Campaigns for the department initiatives in both AR-EN Languages.
- Maintain copywriting style and standards for use in all promotional materials.
- Managing the Report and statistics system for the internal website.
- Coordinating and guiding around 45 employees from all different departments of the DED.
- Sharepoint Intranet Manager
- Analyzing Knowledge Databases to find gaps and solutions.

### Subtitle Translator, Copywriter & Proofreader

Traffic Media FZ LLC. (Majid Al Futtaim Retail - Carrefour)

📅 10/2017 - 12/2018 📍 Dubai, UAE

- Author and edit technical content for Carrefour Leaflet, Tabloid and door hangers.
- Take technical content and make it easy for non-technical audiences to understand.
- Support all marketing communications efforts, working with Integrated Marketing, Interactive Marketing, Branding and Product Management.
- Collaborate with the Product Managers to create and/or edit all copy for advertising, collateral materials, tradeshow materials, packaging, manuals, multimedia and online.
- Correct spelling mistakes and grammatical errors.

### Contracts Editor & Translator

Majid Al Shaikh Lawyers and Legal consultants

📅 12/2015 - 10/2017 📍 Dubai, UAE

- Translating legal documents from English to Arabic and vice versa.
- Managin English Correspondences and answer all phone calls from non-Arabic speakers.
- Attending meetings with our clients and interpreting from and into English.
- Preparing brochures for possible clients in English.
- Dealing with non-Arab employees at DIAC and DED.

## CAREER OBJECTIVE

*Copywriter with over 13 years of experience working in both the public and private sectors. Diplomatic, personable, and adept at managing sensitive situations. Highly organized, self-motivated, and proficient with computers. Looking to achieve excellence in every field I work in.*

## EDUCATION

Bachelor of Arts (English Language and Literature)

Mansoura University

📅 2013 📍 Egypt

## TRAINING / COURSES

Google Data Analytics

2022

Project Management Foundations

2021

SAP Management System

2019

Sharepoint 2010 Essential Training

2018

Microsoft MCSA (MS Server 2016)

2012

## EXPERIENCE

### IT Specialist, Server Administrator

#### Leisure Air Group

2015 - 2016 Cairo, Egypt

- Maintaining network connections and computer settings.
- Setting up software for the aid of employees.
- Renewing software licenses online.
- Communicating with the IT department at the airport.
- Starting to learn the basics of SharePoint servers.

### Movies Subtitle Translator

#### MyEgy.com - Arabseed.com

2011 - 2013 Online

- Translating movies and videos from English to Arabic and adding subtitles to it.
- Keeping uptight timetables for finishing the subtitles in any time of the day.

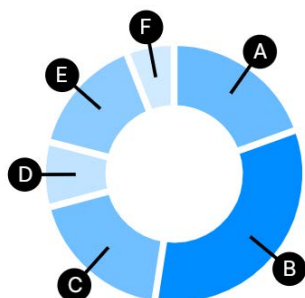
### English Instructor

#### Freelance

2009 - 2013 Mansoura, Egypt

- Teaching adults and children whose first or main language is Arabic.
- Using a range of course books and materials, plus a variety of audio visual aids.
- Planning, preparing and delivering lessons to a range of classes and

## MY TIME



- A Studying
- B Movies
- C Chess
- D Watching Football
- E Browsing the Internet
- F Reading

## SKILLS

C# Python Swift R

SQL Ms Office Suite Power BI

Ms Lists Ms Power Apps

Ms Power Automate

Adobe Photoshop Ms SharePoint

Subtitle Workshop ZOOSubs

Trados MemoQ

## LANGUAGES

### English

Proficient



### Arabic

Native



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