

Moataz Helmy Mahroos

*Profile

DTP Specialist for more than 18 years provide multilingual DTP services for right-to-left languages like **Arabic, Farsi, Urdu, and Hebrew**. In Addition to some European languages like **French, Spanish, Russian**.

DTP services include:

- Page layout/Formatting, position and resize screen dumps and artwork
- Generate index and table of contents
- Verify and correct format of translated versions
- Image localization
- Print out and check quality

*Personal Information

Date of Birth: 30/10/1980

Address: 20 Al Mahad Al Diny street, Al Bagour, Menoufeya

Country: Egypt

Phone: 002 01003574767

Email: engmoutaz@yahoo.com

Languages:

- **Arabic:** Mother Tongue **English:** Very Good

*Education Information

Faculty: Faculty of Electronics Engineering, Menoufeya University, Egypt

Major: Communications Engineering

Graduation Year: 2002

*Work History

(November 2010- Still)

• Freelancer DTP Specialist

(December 2009- November 2010)

• Senior DTP Specialist

Organization: Saudisoft (www.saudisoft.com)

(December 2005 – December 2009)

• Freelancer Desktop Publishing Specialist

(February 2005 – December 2005)

• Online Publication Specialist

Organization: Hindawi Publishing Corporation; Academic Publishing House (www.hindawi.com)

(September 2004 - February 2005)

• Localization Engineer and DTP Support

Organization: Future Group company for localization and DTP services (www.contentech.com)

The main tasks are supporting DTP specialists and making conversion tasks between Mac and Pc files.

(June 2003 - September 2004)

• Technical Support For Adobe ME applications (www.grapheast.com)

Organization: Graph East company (Authorized Adobe distributor in Egypt and the Middle East)

• Part-Time Instructor for QuarkXpress and Adobe InDesign (2004)

Organization: AIC Training Center

*Recent Projects

☒ **Latest DTP Projects:**

- ❖ **Caterpillar:** providing Caterpillar (www.cat.com) with Arabic DTP for about 73 Maintenance Manual.
- ❖ **SAP:** several projects for Word files formatting.
- ❖ **World Bank:** providing DTP services for annual and monthly reports for about 23 projects.
- ❖ **HP:** providing HP products brochures and user guides for about 12 projects till now.
- ❖ **Samsung:** providing Quark DTP services for Microwave product.
- ❖ **LG:** Microwave/Grill/Convection Oven Manual of total number of 78 page count.
- ❖ **EPSON:** DFX-9000 Dot Matrix Printer Service Manual of total number of 196 page count.
- ❖ **UNISCO:** UNESCO Institute for Statistics Reader's Guide of total number of 193 page count.

*References:

Available upon request

*Software:

Adobe InDesign, QuarkXpress (Pc), Adobe Illustrator, Adobe PhotoShop, Adobe Acrobat, Adobe PageMaker, MS Office, MS Front Page.

* Rate & Payment Method:

- **DTP Rate:** 3 USD/Page
- **Hourly Rate:** 18 USD
- **Payment Method:** Western Union/ Bank Transfer