



# MOURAD CHEBAANI



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Al Thumama, Doha, Qatar



## SUMMARY

PROFESSIONAL TRANSLATOR | PROOFREADER | WRITER with 26 (Twenty Six) years of experience Specialize in many translation subject, exceptional collaborative and interpersonal skills dynamic with well-developed written and verbal communication abilities highly skilled in client and vendors relations and negotiations talented at building & maintaining "win-win" partnerships passionate and inventive creator of innovative marketing strategies, accustomed to performing in deadline-driven environments with an emphasis on working within budget requirements. Common sense, empathy. Details oriented, highly organized, appreciate human relations, ability to work a flexible schedule. Experience teaching English/Arabic languages for the non-speakers, mentoring and professional development courses. I am passionate about facilitating productive cross-cultural relationships and have created extensive informational material and coursework to help colleagues understand and develop cultural sensitivity.



## LANGUAGE



## EXPERTISE & SKILLS

- Ability to work to deadlines
- The ability to grasp new concepts quickly, eg technical terms
- A clear writing style with an impeccable knowledge of spelling and grammar
- Attention to detail
- Fluency in at least two foreign languages
- IT skills
- The ability to build good relationships with clients.



## PROFESSIONAL EXPERIENCE

**Company:** UNIVERSAL TRANSLATION SERVICES – International Translation Company- USA & EUROPE

**Position:** Freelance Translator & Proofreader (Arabic/ English/ French/ Persian/ Italian/ Spanish)

**Duration:** From 2015 To Present

- Following ethical codes that protect the confidentiality of information. Identifying and resolving conflicts related to the meanings of words, concepts, practices, or behaviors.
- Translating messages simultaneously or consecutively into specified languages, orally or by using hand signs, maintaining message content, context, and style as much as possible.
- Proofreading, editing, and revising translated materials.
- Checking translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions.
- Reading written materials such as legal documents, scientific works, or news reports, and rewrite material into specified languages.
- Referring to reference materials such as dictionaries, lexicons, encyclopedias, and computerized terminology banks as needed to ensure translation accuracy.
- Compiling terminology and information to be used in translations, including technical terms such as those for legal or medical material.
- Listening to speakers' statements in order to determine meanings and to prepare translations, using electronic listening systems as necessary.
- Checking original texts or confer with authors to ensure that translations retain the content, meaning, and feeling of the original material.
- Compiling information about the content and context of information to be translated, as well as details of the groups for whom translation or interpretation is being performed.
- Discussing translation requirements with clients, and determining any fees to be charged for services provided. Adapting software and accompanying technical documents to another language and culture.

**Company:** LIGHT SPEED Company- QATAR

**Position:** Freelance Translator & Proofreader (Arabic/ English/ French)

**Duration:** From 2016 To Present

- Listening or read through the material in one language
- Understanding the context and meaning the material
- Converting the material into the second language while preserving the original meaning
- Translating video, online, and television media by providing subtitles
- Collaborating with subject matter experts and other colleagues to understand technical texts
- Translating material accurately Using online translation tools for additional assistance with translation
- Providing clients with quotes based on complexity level and project length
- Following up with clients to ensure understanding and satisfaction
- Using highly specialized translation software to encourage efficiency and consistency
- Following industry quality standards established by the Association of Translation Companies
- Translating different documents, including literary, technical, scientific, legal, research, educational, and commercial materials.



## EDUCATION & TRAINING

- ✓ **IELTS Attendance Certificate:** International English Language Testing System.
- ✓ **TESOL & TEFL (Teaching English to speakers of other languages)** International open Academy 120 Hours
- ✓ **C.M.P.2: Professional Military Certificate** Level-2 Specialty: General Management
- ✓ **ISO 45001-2018** Lead Auditor | United Registrar of System | (QHS) Quality Management System | CQI-IRCA Approved
- ✓ **ISO 14001:** Quality Management System I.S.O. RASTEC
- ✓ **ISO 9001-Lead Auditor Certificate:** Quality Management System-SEQM Training Limited | CQI-IRCA Approved
- ✓ **ISO 18001-2018** Certificate: Quality Management System I.S.O. RASTEC.
- ✓ **EDUONIX TRAINING CERTIFICATE: 21 CERIFICATES**
- ✓ **NEBOSH-I.G.C. 1 -2** (International General Certificate) | ICON Training Center-Qatar- (IG1 Pass Score 61 | IG2 Pass). NEBOSH Student No. 00540576 (New Syllabus)
- ✓ **FIRE Warden Certificate-VIBRANT** Industrial Safety Training Academy | Qatar
- ✓ **Basic First Aid with CPR Certificate-VIBRANT** Industrial Safety Training Academy | Qatar
- ✓ **Specialized Professional Study Diploma** QHSE: Ongoing (Algeria)
- ✓ **IOSH Managing Certificate:** Institution of Occupational Safety & Health
- ✓ **HSE Supervisor - BOSHA TRAIN** Certificate: BOSHA Certification No. 4278
- ✓ **USA SAFETY Certificate: Forklift Operator Assessment - Trainer.**
- ✓ **USA SAFETY Certificate: Heavy Vehicle Driver Assessment - Trainer.**
- ✓ **USA SAFETY Certificate: Airport Tractor Driver Assessment - Trainer**
- ✓ **USA SAFETY Certificate: Personal Protective Equipment -Trainer.**
- ✓ **USA SAFETY Certificate: Scaffolds Safety Fall Protection - Trainer.**
- ✓ **USA SAFETY Certificate: Safety Specialist- ISEI University of California San Diego USA.**
- ✓ **OSHACADEMY 25 Certificates: 25 Certificates- OSHATRIN** Academy
- ✓ **OSHA TRAIN Certificate:** Occupational Safety and Health Professional.
- ✓ **OSHA TRAIN Certificate:** Occupational Safety and Health Manager.
- ✓ **OSHA TRAIN Certificate:** Occupational Safety and Health Specialist.
- ✓ **OSHA TRAIN Certificate:** Occupational Safety and Health Supervisor.
- ✓ **OSHA TRAIN Certificate:** Occupational Safety and Health Trainer.
- ✓ **OSHA TRAIN Certificate:** Safety and Health Committee/ Team Leader.
- ✓ **OSHA TRAIN Certificate:** Safety and Health Committee/ Team Member.



## PROFESSIONAL EXPERIENCE

**Company:** GULF NEON Company- QATAR

**Position:** Freelance Translator & Proofreader

**Duration:** From 2016 To Present

- Reading through or listens to material in one language, ascertains understanding of the meaning and context of that material, and converts it into a second language, making sure to preserve the original meaning
- Translating online, video, and television media by providing subtitles
- Consulting with subject matter experts and other colleagues in order to understand specialized concepts and translate them appropriately
- Referring to online translation tools for additional assistance with translation
- Providing clients with quotes based on project length and level of complexity
- Following up with clients to ensure satisfaction and understanding
- Using highly specialized translation software to encourage efficiency and consistency
- Adhering to industry quality standards established by the Association of Translation Companies to ensure that all completed work follows legal and ethical obligations
- Translating a variety of documents including literary, legal, research, technical, scientific, educational, and commercial materials
- Specializing in a particular industry in which he or she has relevant experience or knowledge, such as medicine, the arts, business, or finance
- Working on a freelance basis or pursues employment with an educational, commercial, or government organization

**Company:** SPACE MUSHROOMS S.R.L. Company- ITALY

**Position:** Freelance Translator & Proofreader

**Duration:** From 2018 To Present

- Reading given material and research industry-specific terminology
- Converting text and audio recordings from one language to one or more others
- Ensuring translated content conveys original meaning and tone
- Preparing subtitles for videos and online presentations
- Cross-reference specialized dictionaries and translation tools to check quality of translation
- Proofreading translated texts for grammar, spelling and punctuation accuracy
- Following up with internal team members and clients to ensure translation meets their needs
- Editing content with an eye toward maintaining its original format (e.g., font and structure)
- Networking with field experts to stay current on new translation tools and practices.

**Company** DIFFERENT COMPANIES & CLIENTS | WORLD WIDE

**Position:** Freelance Translator & Proofreader

**Duration:** From 1996 To Present

- Translation of official, governmental documents (Marriage Certificate, Birth Certificate, Divorce Certificate...)
- Translation of many industries Documents: Quality Health Safety Environment Security, Telecommunications, Medicine/pharmaceuticals, Marketing, Administration, Agricultural, Technical documents (high tech and industry), Legal, Web Site Content, Employment Insurance, Education and, Continuous Learning, Intergovernmental Relations Social Issues, income Security, Labor & Employment, HR documentation, Contracts, Program policies and guidelines, Economics, software localization
- Translation of website, mobile Application, Software
- Translation of any graphic documents: Animation Logo Design | Animation | Video Editing | Flyer | Banner | Media posts Instagram-Facebook | Posters | Photo Editing | Business Card | Stationery | Catalogue | CV / Resume/ Letterhead | Restaurant Menu | Website | Mobile App | Icon | Interior/ exterior / Decoration/ Landscapes Design | 3D Product Rendering | UI / UX | AutoCAD Drawing | PowerPoint Presentation | Business/Brand Name.
- Translation / Proofreading / Transcription of Audio – Visual material, YouTube videos
- Freelance Translator/ Proofreader/ Transcriber / Writer with many Freelancer Web platform (UPWORK | FREELANCER | FIVERR | TRANSLATORSFAE | PROZ | PEOPLEPERHOUR)

