

MUSA AHMED

Translator

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UAE

MA

EXPERIENCE

Translator

White Stage for Certified Translation

03/2021 - 01/2024 Saudi Arabia

- Reads 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
- Translates online, video, and television media by providing subtitles
- Consults with subject matter experts and other colleagues to understand specialized concepts and translate them appropriately
- Refers to online translation tools for additional assistance with translation
- Provides clients with quotes based on project length and level of complexity
- Follows up with clients to ensure satisfaction and understanding
- Uses highly specialized translation software to encourage efficiency and consistency
- Adheres to industry quality standards established by the Association of Translation Companies to ensure that all completed work follows legal and ethical obligations
- Translates a variety of documents including literary, legal, research, technical, scientific, educational, and commercial materials
- May specialize in a particular industry in which he or she has relevant experience or knowledge, such as medicine, the arts, business, or finance
- Works on a freelance basis or pursues employment with an educational, commercial, or government organization
- Translator Skills and Qualifications

English Teacher

Hassona secondary

03/2017 - 12/2017 Khartoum (Sudan)

- Advising student on career issues
- Organizing and delivering classroom lectures to students
- Evaluating students' classwork and assignments
- Preparing classroom and coursework materials, homework assignments, and handouts
- Recording and maintaining accurate student attendance records and grades
- Classroom management
- Developing English lesson plans in line with the National Curriculum
- Maintaining discipline in the classroom
- Creating a vibrant teaching atmosphere
- English teacher-professional center for English language and training

Personal Assistant

Shanghai Pharmaceutical Machinery

01/2018 - 12/2020 Sudan

- Schedule meetings and manage calendars.
- Answer phone calls and emails and take messages.
- Take accurate and comprehensive notes at meetings.
- Help with daily time management.
- Run errands as requested.
- Plan travel, including flights, accommodation and ground transportation.
- Act as the point of contact between the manager and internal/external clients.
- Screen and direct phone calls and distribute correspondence.
- Handle requests and queries appropriately.
- Manage diary and schedule meetings and appointments.
- Make travel arrangements.
- Take dictation and minutes.

SUMMARY

Translator at white stage office for certified translation (KSA) Translate all documents (certified translation) Translate (contracts -documents for embassies -projects -medical reports -records - emails -certificates -recruitment offices -invoices - etc....

TRAINING / COURSES

Training course in English language

Professional center for English language training

LANGUAGES

Arabic

Advanced



English

Advanced



French

Intermediate



SKILLS

CAT Tools

Classroom Management

Excel

French

Power point

PASSIONS



Reading

EXPERIENCE

Receptionist

Shanghai Pharmaceutical Machinery

📅 12/2020 - 12/2021 📍 Sudan

- - Greeting visitors.
 - Managing security and telecommunications systems.
 - Handling queries and complaints via phone, email and general correspondence.
 - Transferring calls as necessary.
 - Taking and ensuring messages are passed to the appropriate staff member in time.
 - Managing meeting room availability.

EDUCATION

Diploma in electronic accounting

Sudacad

📅 10/2019 - 11/2019 📍 Khartoum (Sudan)

Bachelor degree in English language

Sudan university of science and technology

📅 02/2010 - 12/2016 📍 Khartoum (Sudan)

- English & French language
- Sudan university of science and technology, Khartoum (Sudan) Know how
- As a comprehensive and stimulating introduction to the English language and literature, you'll investigate how the English language is used in a variety of global contexts, and explore literature from different historical periods and in diverse cultural settings.

Microsoft office

Sudacad

📅 01/2021 - 12/2021 📍 Sudan

- Advanced Microsoft Office App in general