

PERSONAL INFORMATION

Faheem Ahmad

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WORK EXPERIENCE

01/12/2012–Present

Freelance Translator

Self Employed, New Delhi (India)

- Working as a translator cum project manager for translation company Lisan India from February 2015 till date.
- Working as freelance Arabic<>English<>Urdu translator for several translation companies since May 2012 till date.
- Worked for Royal Embassy of Saudi Arabia from May 2014 to February 2015.
- Worked as Arabic language Interpreter with Fore Representations & Travel.
- Translated several course books for NYDOE for several agencies based in USA.
- Translated various press releases, Speeches, country reports and other documents of UNDP, WHO and other organization through various agencies.
- Translated different documents like user manuals, advertisement posters, certificates, website content etc.
- Extensive working knowledge in fields like Journalism, E-Commerce, Medical, Finance, Agriculture, Travel & Tourism, Automobile, IT, Telecom, Business etc.
- Translated several brochures and user manuals as well as many legal documents from different fields.
- Translated lots of document in Arabic, English and Urdu languages including Marriage Certificate, Death Certificate, Driving License, Iqama, Visa etc.
- **Translation (Corporate & Translation Companies):**
 - Translated various case proceedings documents related to fake currency and money laundering
 - Translated clinical trial documents for a global life sciences company
 - Done a large project of human rights translation for Translations Unit Europe
 - Done a long term project of court proceedings translation from Arabic into English and vice versa
 - Translated a management book named as "Purchasing Strategy" from Arabic to English
 - Translated many booklets, user manuals, banks & Insurance materials for regular clients
 - Translated training manual of a high ranked hotel from English into Arabic
 - Translated several movie titles and synopsis from English into Arabic
 - Performed long assignments of clinical trial translation including PIS, ICF, Protocol & Synopsis
 - Co-operated in Urdu translation and Proof-reading for a large book project from U.K.
 - Done a lot of ICF back translation and customization assignments
 - Worked as a team member with some other translators in Hindi dictionary building project

EDUCATION AND TRAINING

01/08/2012–15/05/2014

MA in Arabic Language & Literature (Translation & Interpretation)

Advanced University

Degree (Masters)

Jamia Millia Islamia, New Delhi (India)

01/08/2009–15/05/2012

BA (Hons) Arabic Language & Literature

First Level University
Degree (Bachelor's)

Jamia Millia Islamia, New Delhi (India)

01/08/2010–15/05/2011

Advanced Diploma in modern Arabic language & translation

Post Graduate
Professional Diploma

Jamia Millia Islamia, New Delhi (India)

01/08/2009–15/05/2010

Diploma in modern Arabic language & translation

Professional Diploma

PERSONAL SKILLS

Mother tongue(s)

Urdu, Arabic

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- Excellent written and oral communication skills both in English and Arabic gained through my cross cultural work experience as a professional translator
- Proficient in the effective use of various language communication skills in English and Arabic: grammar, vocabulary, clarity of expression, register, pragmatics, coherence, and fluency of language usage
- Equipped with the tools for self and peer assessment of language skills both in English and Arabic

Organisational / managerial skills

- Working remotely for over dozens of happy clients located in 3 different continents with a high reputation in job handling effectively
- Good leadership skills gained as a lead translator responsible for a team of 5-6 translators working together in-house on regular projects
- Excellent project management skills gained through half a decade experience in translation related activities including subtitling, transcription, video translation, DTP etc.

Job-related skills

Key Competencies:

- Translation competence: the ability to translate content in accordance with: a) compliance with specific domain and client terminology and/or any other reference material provided and ensuring terminological consistency during translation; b) semantic accuracy of the target language content; c) appropriate syntax, spelling, punctuation, diacritical marks, and other orthographical conventions of the target language; d) lexical cohesion and phraseology; e) compliance with any proprietary and/or client style guide (including domain, language register, and language variants); f) locale and any applicable standards; g) formatting; h) target audience and purpose of the target language content, including the ability to address the problems of language content comprehension and language content production and the ability to render the target language content in accordance with project specifications.
- Linguistic and textual competence in the source language and the target language: the ability to understand the source language, fluency in the target language, and general or specialized knowledge of text-type conventions. This linguistic and textual competence includes the ability to apply this knowledge when producing translation or other target language content.

- Competence in research, information acquisition, and processing: the ability to efficiently acquire the additional linguistic and specialized knowledge necessary to understand the source language content and to produce the target language content. Research competence also requires experience in the use of research tools and the ability to develop suitable strategies for the efficient use of the information sources available.
- Cultural competence: ability to make use of information on the behavioral standards, up-to-date terminology, value systems, and locale that characterize both source and target language cultures.
- Technical competence: the knowledge, abilities, and skills required to perform the technical tasks in the translation process by employing technical resources including the tools and IT systems that support the whole translation process.
- Domain competence: the ability to understand content produced in the source language and to reproduce it in the target language using the appropriate style and terminology.

Key Skills:

- Reading through original material and rewriting it in the target language, ensuring that the meaning of the source text is retained.
- Using Translation Memory software, such as Wordfast, memoQ, SDL Trados to ensure consistency of translated text.
- Using specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used.
- Using appropriate software for presentation and delivery.
- Researching legal, technical and scientific phraseology to find the correct translation.
- Liaising with clients online to discuss any unclear points.
- Proofreading and editing final translated versions.
- Providing clients with a grammatically correct, well expressed final version of the translated text, usually as a word processed document.
- Using the internet and email as research tools throughout the translation process.
- Prioritizing work to meet deadlines.
- Providing quotations for translation services offered.
- Consulting with experts in specialist areas.
- Supplying subtitles for foreign films and television programs.
- Retaining and developing knowledge on specialist areas of translation.
- Following various translation quality standards to ensure legal and ethical obligations to the clients.
- Networking and making contacts.

Certifications & Memberships:

- Certified member of Arab Professional Translators Society - Arab Translators Network - Membership No. 30140 (See <http://www.arabtranslators.org/Default.aspx>)
- Member of the Indian Translators Association (See <https://itaindia.org/translators/>)
- Member of the Certified Pro Network at Proz.com (See <http://www.proz.com/translator/1723843>)

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Independent user	

Digital skills - Self-assessment grid

Digital skills - Self-assessment grid

- Microsoft Office: MS Word, MS Excel & MS PowerPoint
- CAT Tools: SDL Trados 2015-2017, MemoQ, Memsource, Wordbee, Workbench, Idiom World Server, GTT
- Translation Management Systems: Plunet, XTRF, MemoQ Server, Wordbee & Smartling
- DTP Applications: Adobe Creative Cloud, Adobe InDesign (ME)
- Productivity Tools: Email, CMS, Basic HTML & XML