

Curriculum Vitae

Ahmed M. Mokhtar

Personal Details

Full Name: Ahmed Mohamed Mokhtar **Nationality:** Egyptian
Birth Date: 31 October 1961 **Birth Place:** Cairo, Egypt
Mailing Address: Villa 157, Stella Heliopolis Compound, Cairo Ismailia Desert Road, Cairo
Email: ammokhtar@yahoo.com **Cell Phone No:** (20) 109 021 2526

Qualifications: Bachelor of Arts, English Language and Literature, Cairo University, 1984.

Objective: To further diversify my experience and skills and learn new work and translation approaches and styles.

Career Profile – Summary

Areas of Strength:

- Translation experience (38 years of experience):
 - Economic, financial and accounting materials
 - Legal translation
 - Technical translation: oil, gas and petrochemicals
 - Media articles, speeches, promotional materials and advertisements
- CAT Tools:
 - SDL Trados
 - WordFast
- Other computer skills:
 - Microsoft Office (Word, Excel, PowerPoint, etc.)
 - Programming (Visual Basic)
- Other skills:
 - Team leadership
 - Managing and coordinating large translation projects.
 - Mentoring and training of less-seasoned translators.

Companies Served:

- Obeikan Education (2022, freelance job),
- Saudi Aramco (1996-2020),
- Cairo University (1986-1991),
- GfK Egypt (previously; Market Insight),
- Military Survey Dept. of Saudi Arabia (1988-1994) and
- Foster Parents Plan International.

Publications Contributed to:

- Translation of: *Investments*, Zvi Bodie, Alex Kane and Alan J. Marcus, Al-Obeikan Education.
- *Saudi Aramco Dictionary of Oil and Gas*, Saudi Aramco, 2018.
- *Saudi Aramco Arabic Editorial Guide*, Saudi Aramco, 2016.

Career Profile – Detailed

Period: January 2021 – till now

Employer: Self-employed, engaged in freelance translations for several clients, most importantly the major Saudi publishing house Al-Obeikan, for whom I co-translated the "Investments" book by Zvi Bodie, Alex Kane and Alan J. Marcus.

Period: December 1996 – August 2020

Employer: The Saudi Arabian Oil Company (“Saudi Aramco”), Dhahran, Saudi Arabia

Positions Held:

I started as Translation Specialist II, then was promoted to Translation Specialist I, Translation Analyst, Translation Supervisor then Translation Services Division’s Quality Control Group Member as a senior translation reviewer/editor).

Major Achievements:

- (1) I oversaw and participated in the translation and revision of Saudi Aramco's initial prospectus and other subsequent materials pertaining to the first offering of Saudi Aramco Stocks.
- (2) For about 18 years, I participated in and oversaw the translation and revision of Saudi Aramco's annual business plans and other major reports submitted to the Saudi Arabian Government.
- (3) In 2016, I coordinated the development and issuance of the first release of the *Saudi Aramco Arabic Editorial Guide*, and substantially contributed to the contents of this book, whose online version was warmly received in the translation and other circles.
- (4) In 2018, I coordinated the development and issuance of the *Saudi Aramco Dictionary of Oil and Gas* (also available and warmly received online).

Other Duties:

- (1) Translation, revision and editing of company correspondence, reports and studies, with an eye on maintaining high standards of fidelity and accuracy and meeting the specific requirements of customers in terms of language appropriateness, terminology choice and delivery time.
- (2) Supervision and mentoring of less-seasoned translators.
- (3) Coordination with the SDL Trados vendor.

Translation areas I was involved in, either as a translator or reviewer, include petroleum and other relevant technical fields, accounting, finance,

economics, laws and legal documents, speeches, press releases, correspondence with high and low-level government and private entities, and corporate social responsibility "CSR" fields. I also was involved in the translation of many articles for the Company's publications.

highly sensitive documents and revision of other colleagues' translation.
mentoring less-seasoned and newly-recruited colleagues
professional development plans and projects
performance appraisals
participated in a recruitment process
co-authoring of translation tests

Period: 1 May 1995 to 25 September 1996
Employer: Market Insight Egypt, an Affiliate of Yankelovich Partners International. (Market Insight Egypt is currently part of GfK International and operating as GfK Egypt), Cairo, Egypt
Position: Translator/Executive Assistant
Duties: Translation of marketing research-related documents including questionnaires and research results, in addition to some administrative and financial duties.

Period: 19 June 1988 to 30 November 1994
Employer: Geosurvey Holdings Ltd., (a now-defunct firm that was contracted to the Saudi Military Survey Dept.) Riyadh, Saudi Arabia
Position: Translator/ Secretary
Duties: I translated mostly administrative company documents in addition to some technical documents in the field of surveying and map production, including some training manuals and contracts. I also did consecutive interpretation and secretarial and administrative work.

Period: 1 January 1985 to 15 June 1988
Employer: Foster Parents Plan International Egypt
Positions: Translator/Typist – Translation Section Supervisor – Donor Services Dept. Head – EDP Department Head
Duties: My first assignments were to translate correspondence between donors and the families they sponsored, in addition to case histories of newly-enrolled families and annual progress reports. I also did a lot of consecutive translation during visits by western donors to the families they sponsored. On 1 June 1985 I was promoted to the position of Translation Section Supervisor and became responsible for assigning and checking translation, in addition to preparing translators' appraisals. I also prepared the recipient families database (in the dBASE III+ programming language) and trained operators on data entry. On 1 April 1987 I was promoted again to Donor Services Department Head and, on 1 January 1988, I was

assigned as Electronic Data Processing Department Head to help organize Plan's first economic and social survey and set up its database.

Period: 27 May 1986 to 9 June 1991 (Concurrent with my service with Foster Parents Plan)
Employer: Faculty of Arts, Cairo University
Position: English Language Teacher
Duties: Teaching English to students of other faculties like the Faculty of Law, Engineering, etc.

Skills:

Languages: Mother tongue: Arabic. Excellent command of English, both written and spoken.

Typing: I'm a fast typist in English and Arabic.

Computers: I am familiar with MS Office applications like MS Word, MS Excel, MS PowerPoint and MS FrontPage. At Saudi Aramco, I also use the SDL TRADOS translation package and am familiar with WordFast. I had considerable experience in programming with the now-obsolete dBASE language, with which I developed applications for Foster Parents Plan and Geosurvey. I am familiar with programming in Visual Basic. I am also familiar with web design using MS FrontPage.

Interests and Hobbies:

I am familiar with programming and take it as a hobby. I programmed in the now-obsolete dBase III+ and dBase IV for Foster Parents Plan and Geosurvey Holdings Ltd. Later on, on my own initiative, I learned web design basics (HTML) and programming in Perl, C++ and Visual Basic.

I have another interest; i.e., writing short stories (I have published some in Egyptian and Saudi magazines and newspapers). I also play chess.

تَرْجُمَةُ الْفَرَسِيَّةِ

منح السيد احمد محمد خنار احمد جبر اللطيف بن السيد محمد خنار احمد جبر اللطيف المولود في القاهرة ١٩٦١

در جہنم الیسا نفع و فی اللہ والاب قسم اللعین اللہ یخْلِیہم واولیاءہا بقدر جہنمہ

الشمس في رجب سنة ١٤٠٦ هجرية ومارس سنة ١٩٨٦ ميلادية

رئيس الجامعة

الحمد لله

[illegible]

توقيع صاحب الدرجة
أحمد محمد

سجلت بجامعة القاهرة رقم

ضمن درجة البكالوريوس



11/11/11



Page 5 of 11



FACULTY OF Arts



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TO WHOM IT M

This is to certify that Ahmed Mohamed Mokhtar Ahmed Abd - El- Latif , Born on: 1961 in Cairo

was awarded the degree of B.A. in English Language & Literature
With general grade: (GOOD)

in May 1984.

on _____

Registrar

Dean

Mahla

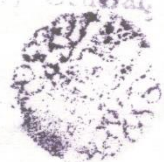
Mohala
9-5-88

11-5-88



Viola
11-5-88 Approved

A. Osama



ss, 252-1982-50,000 ex.



To Whomever It May Concern

This is to certify that Mr. Ahmed Mohamed M. Abdullatif worked for the Saudi Arabian Oil Company (Saudi Aramco)'s Translation Services Division for about 24 years, from 2 December 1996 to 31 August 2020.

Having joined the Company in the position of Translation Specialist II, Ahmed was promoted in May 2004 to Translation Specialist I, then, in July 2008, to Translation Analyst; the highest ranking position among translators. In July 2017, he held the position of Financial and Legal Translation Unit Head for about two years, then was promoted to the position of Government Affairs Staff Advisor and held other, similarly-ranked positions within the Translation Services Division.

During his tenure with the Company, Ahmed participated, as a translator, reviewer and supervisor, in numerous major translation projects and activities at the highest level of complexity and sensitivity, such as the Company's business plans, board minutes, annual reports, correspondence with the Government, Company publications, and the first version of the Company's prospectus. As a mentor and a supervisor, he trained and oversaw the professional development of less-experienced translators.

Due to his strong background in computer-aided and machine translation tools, Ahmed helped coordinate with the SDL Trados vendor on installations and upgrades of SDL Trados, the machine translation software (Enterprise Translation Server) and associated software.

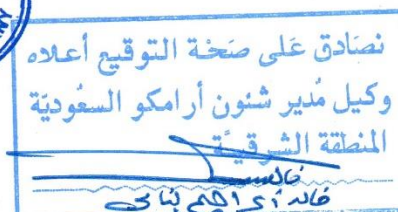
In 2016, Ahmed coordinated the production of the first version of the **Saudi Aramco Arabic Editorial Guide** and personally contributed a considerable part of its material. This guide, a compilation of Saudi Aramco's Arabic stylistic preferences and adopted terms and phrases, was warmly welcomed in the circles of Arabic writing enthusiasts when published online.

In 2019, Ahmed coordinated the development and production of the **Saudi Aramco Dictionary of Oil and Gas**, a huge, English-Arabic collection of terms accumulated by Saudi Aramco over its long history, published in print and online.

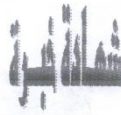
As a team member and leader, Ahmed has always exhibited an exemplary attitude and behavior and has always been on excellent terms with all colleagues and superiors.




Mohamed H. Al-Madhi Aug. 23, 2020
Translation Services Division Head



جامعة القاهرة
كلية الآداب



تشهد كلية الآداب جامعة القاهرة بأن السيد / احمد محمد مختار احمد عبد اللطيف كان
يشغل وظيفة مدرس لغة بقسم اللغة الانجليزية بالكلية إعتباراً من ٢٧/٥/١٩٨٦ حتى
١٩٩١/٦/٩ تاريخ انتهاء خدمته .
حررت هذه الشهادة بناء على طلبه لتقدمها إلى من يهمه الأمر .



امين الكلية

سامية عبد الرحمن

بسم الله الرحمن الرحيم



السيد / احمد محمد مختار احمد عبد اللطيف
كان قد شغل وظيفة مدرس لغة
دعمه الله تعالى

تمت في القاهرة في ١١/٦/١٩٩١
بمقام مدير الكلية
د. محمد مختار احمد عبد اللطيف



وزارة خارجية مصر العربية
مكتب
نصادق على صحة الوثائق الواردة على الوثائق
بدون أي ملاحظة من مستند
رقم الترخيص ١٦٦٦
التاريخ ١٩٩١/٦/٩
الوقت المفرد
ملم جنيه
١٤ -



Summary Translation: [Title:] **Certificate of Experience.** The Faculty of Arts, Cairo University, hereby certifies that Ahmed M. Mokhtar held the position of English Language Teacher from 27 May 1986 to 9 June 1991.

GEOSURVEY HOLDINGS LTD.

L.C. No. 929
P.O.BOX 90890 RIYADH 11623 TEL. 01- 456 2949
KINGDOM OF SAUDI ARABIA FAX. 01- 456 3029
C. R. No. 7650



شركة جيوسيرفي هولدنغ المحدودة

ترخيص رقم ٩٢٩
ص.ب ٩٠٨٩٠ - الرياض ١١٦٢٣ تليفون ٠١ - ٤٥٦٢٩٤٩
المملكة العربية السعودية فاكس ٠١ - ٤٥٦٢٠٢٩
رقم اشتراك الغرفة ٧٦٥٠

Date 01/07/1415H

03/12/1994G

١٤١٥/٠٧/٠١

التاريخ ١٩٩٤/١٢/٠٣ م

Certificate Of Service

شهادة خبرة

This is to certify that Mr. Ahmed M. M. A. Abdul Latif, Egyptian National, bearing passport number 198428 has been employed by Geosurvey Holdings Ltd. from 15 June 1988 to 30 November 1994, in the capacity of Secretary/Translator.

تشهد شركة جيوسيرفي هولدنغ المحدودة بأن السيد/ أحمد محمد مختار أحمد عبد اللطيف، المصري الجنسية والذي يحمل جواز سفر رقم ١٩٨٤٢٨ قد عمل بهذه الشركة خلال الفترة من ١٥ يونيو ١٩٨٨م وحتى ٣٠ نوفمبر ١٩٩٤م، بوظيفة سكرتير/مترجم.

During his employment Mr. Abdul Latif worked on translation of documents relating to the company's administration, in addition to technical translations in the field of computers, surveying and map production. He also participated in preparation of databases for administrative sections of the company, including writing the necessary programs in dBASE, data entry and training of colleagues on using his programs. He also used several other computer software.

وبالإضافة إلى أعمال السكرتارية فقد قام المذكور أثناء عمله بالشركة بترجمات تتعلق بالنواحي الإدارية للشركة، بالإضافة إلى قيامه بترجمات فنية في مجال الحاسب الآلي والمساحة وإنتاج الخرائط. كما ساهم المذكور في إعداد بعض قواعد البيانات الخاصة بالأقسام الإدارية بالشركة باستخدام الحاسب الآلي، بما يشمل ذلك من كتابة البرامج المختلفة بلغة (دى. بيز) وإدخال البيانات وتدريب زملائه عليها. كما استخدم المذكور العديد من برامج الحاسب الآلي الأخرى المختلفة.

During his employment, Mr. Abdul Latif has been reliable, hardworking and had good relations with colleagues and superiors.

وطيلة فترة عمله بالشركة فقد كان المذكور حسن السير والسلوك، بالإضافة إلى تمتعه بعلاقات طيبة مع رؤسائه وزملائه.

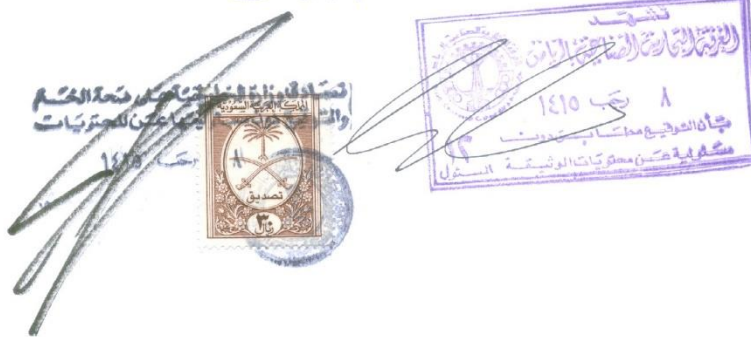
For and on behalf of
Geosurvey Holdings Ltd.

عن شركة
جيوسيرفي هولدنغ المحدودة

رونالد كاتهيل
مدير المشروع

مهندس/ محمد نديم
نائب مدير المشروع

Geosurvey
ترخيص رقم ٩٢٩



إلى من يهمه الأمر

شهادة خبرة

تشهد شركة ماركت إنسايت مصر بأن السيد/ أحمد محمد مختار أحمد عبد اللطيف قد عمل لديها كمترجم ومساعد تنفيذى لمدة محددة إعتباراً من ١ مايو ١٩٩٥ وحتى ٢٥ سبتمبر ١٩٩٦ م.

وقد كانت مهام المذكور تتلخص خلال تلك الفترة فى القيام بأعمال الترجمة الخاصة بمكتب الشركة بالقاهرة، إضافة إلى توليه بعض المهام المالية والإدارية المتعلقة بأبحاث التسويق الخاصة بالشركة.

وقد كان المذكور على علاقة طيبة بزملائه خلال فترة عمله بالشركة، وقد أدى الأعمال المنوطة به على أتم وجه. هذا وقد أنهى عمله بالشركة بنهاية المدة المحددة، ولعدم رغبته فى الإستمرار فى العمل لأسباب راجعة له.

وقد أعطيت له هذه الشهادة بناء على طلبه، ودون أدنى مسئولية على الشركة.

والسلام عليكم،،

مدير الشركة

د. محمد منصور محمود هندى الجنادى




MARKET INSIGHT
مكتب القاهرة - ص: ٩٨٢٧٧

Summary Translation: [Title:] Certificate of Experience. Market Insight Egypt hereby certifies that Ahmed M. Mokhtar has worked for it as a Translator/Executive Assistant from 1 May 1995 to 25 September 1996. His duties included translation for the company's Cairo office in addition to some administrative and financial activities pertaining to market research. He was on excellent terms with all his colleagues, successfully completed all tasks assigned to him, and his service with the company ended with his resignation at his own choice.



PLAN
INTERNATIONAL
CAIRO

المنظمة الدولية لتنمية الأسرة والمجتمع بالقاهرة
(بلان إنترناشيونال القاهرة)

8 / 10 Matthaf El Manial St., Manial

P.O.Box : 31, El Malek El Saleh 11559 , Cairo , Egypt - Telephone : 3647839/3647311 - Fax. : (2) 3620025

13/06/1996

١٩٩٦/٠٦/١٣

To Whom It May Concern
Certificate of Experience

إلى من يهمه الأمر
شهادة خبرة

This is to certify that Mr. Ahmed Mohamed Mokhtar worked for PLAN International Cairo from 1 January 1985 to 15 June 1988. He joined PLAN International Cairo as a Translator/Typist, then was promoted on 1 June 1985 to Supervisor of Translation Section, which position he held till 1 April 1987 when he was promoted to Department Head of Donor Services Department. On 1 January 1988 he was transferred to Electronic Data Processing Department as Department Head.

تشهد المنظمة الدولية لتنمية الأسرة والمجتمع (بلان القاهرة) بأن السيد/ أحمد محمد مختار قد عمل لديها من تاريخ ١ يناير ١٩٨٥ وحتى تاريخ ١٥ يونيو ١٩٨٨. وقد التحق السيد/ أحمد مختار بالمنظمة في وظيفة مترجم/طابع، وترقى في ١ يونيو ١٩٨٥ إلى وظيفة مشرف لقلم الترجمة، وشغل هذه الوظيفة حتى تاريخ ١ إبريل ١٩٨٧، حين ترقى لوظيفة رئيس قسم الترجمة والمراسلات. وفي ١ يناير ١٩٨٨ تم نقله إلى قسم الحاسب الآلي ومعالجة البيانات كرئيس قسم.

Mr. Mokhtar resigned from PLAN International Cairo to travel to Saudi Arabia. During his period of employment with Plan, he had good relations with all colleagues and superiors, and fulfilled the duties of all positions he held to the satisfaction of all concerned.

وقد تم إنهاء خدمة السيد/ أحمد مختار بالمنظمة بناء على الاستقالة المقدمة منه، ولذلك للعمل بالمملكة العربية السعودية. وخلال فترة عمله بالمنظمة فقد كان يتمتع بعلاقات طيبة مع جميع الزملاء والرؤساء، وقد قام بواجبات كل الوظائف التي شغلها بدرجة مرضية للجميع.

This certificate was given to him at his request.

وقد أعطيت له هذه الشهادة بناء على طلبه.

Mrs. Hala Hassan El-Serafi
Field Office Manager



السيدة/ هالة حسن الصيرفي
مديرة بلان القاهرة

Foster Parents plan , founded in 1937, is a private development organization , working with children , their needy families and communities , The organization has consultative status with UNICEF and is officially recognized by the

Economic & Social Council of the United Nations .

Service programs in: Albania, Benin, Bangladesh , Bolivia , Burkina Faso, Colombia , Dominican Republic, Ecuador, Egypt, El Salvador, Ghana, Guinea , Guatemala, Haiti, Honduras , India, Indonesia ,Kenya, Malawi,Mali , Nepal , Nicaragua, Philippines,Senegal , Sierra Leone, Sri Lanka , Sudan, Thailand, Tanzania ,Togo, Paraguay , Zimbabwe, Zambia, Vitnam, Uganda.

National Organizations in Australia , Belgium , Canada, France, Germany , Japan, The Netherlands , United Kingdom and the United States
٨ / ١٠ ش متحف المنيل - المنيل - ص. ب. ٣١ - الملك الصالح / ١١٥٥٩ - المنيل - القاهرة - مصر - ت : ٣٩٤٧٨٣٩ - ٣٩٤٧٣١١ - فاكس : ٣٦٢٠٠٢٥ (٢)