

Nermeen Hana

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📍 **Home:** Oklahoma (United States)

ABOUT ME

I am a senior translator with over fourteen years of expertise in translating legal, financial and medical documents from Arabic to English and vice-versa. Recently, I have expanded my expertise into data analysis, completing several courses provided by Google, IBM and Macquarie University. This shift has strengthened my analytical skills, enabling me to contribute to data-driven decision-making while drawing on my extensive background in legal, financial and medical translation. Throughout my career, I have successfully managed thousands of projects for official institutions, translation agencies, and international organizations across the UAE, Saudi Arabia, Qatar, Lebanon, and Egypt. My passion for both translation and data analysis drives me to continuously refine my skills and deliver high-quality results. I am eager to collaborate with organizations that will allow me to apply and showcase my expertise in both fields.

WORK EXPERIENCE

🏢 *Communication Legal Translation* – Dubai, United Arab Emirates

City: Dubai | Country: United Arab Emirates

Freelancer Senior Translator

[02/2017 – 08/01/2024]

Translating various legal and financial documents from Arabic to English, including financial statements, audit reports, expert reports, laws, decrees, resolutions, memorandums of understanding, memorandums, articles of association, contracts, agreements, powers of attorney, to whom it may concern certificates, marriage and divorce certificates, and court rulings.

🏢 *High Quality House* – United Arab Emirates

Country: United Arab Emirates

Freelancer Senior Translator

[03/2017 – 02/2020]

Translating various legal and financial documents from Arabic to English, including financial statements, audit reports, expert reports, laws, decrees, resolutions, memorandums of understanding, memorandums, articles of association, contracts, agreements, powers of attorney, to whom it may concern certificates, marriage and divorce certificates, and court rulings.

🏢 *Al Nilin Legal Translation Services* – United Arab Emirates

Country: United Arab Emirates

Freelancer Senior Translator

[11/2016 – 12/2018]

Translating various legal and financial documents from Arabic to English, including financial statements, audit reports, expert reports, laws, decrees, resolutions, memorandums of understanding, memorandums, articles of association, contracts, agreements, powers of attorney, to whom it may concern certificates, marriage and divorce certificates, and court rulings.

🏢 *Khalid Mustafa Legal Translation* – United Arab Emirates

Country: United Arab Emirates

Freelancer Senior Translator

[05/2017 – 11/2017]

Translating various legal documents from Arabic to English, including laws, decrees, resolutions, memorandums of understanding, memorandums, articles of association, contracts, agreements, powers of attorney, to whom it may concern certificates, marriage and divorce certificates, and court rulings.

 **Legalese Translation Services Ltd.** – United Arab Emirates

Country: United Arab Emirates

Freelancer Senior Translator

[01/2017 – 12/2017]

Translating various legal documents from Arabic to English, including laws, decrees, resolutions, memorandums of understanding, memorandums, articles of association, contracts, agreements, powers of attorney, to whom it may concern certificates, marriage and divorce certificates, and court rulings.

 **Yamani Translation Services** – Egypt

Country: Egypt

Freelancer Senior Translator

[05/2016 – 07/2018]

Translating various documents from Arabic into English and vice versa using SDL Trados.

 **Top Notch Consolidated** – Cairo, Egypt

City: Cairo | Country: Egypt

Full-Time Senior Translator and Proofreader

[07/2013 – 01/2017]

Translating and proofreading various legal and financial documents from Arabic to English, including financial statements, audit reports, expert reports, laws, decrees, resolutions, memorandums of understanding, memorandums, articles of association, contracts, agreements, powers of attorney, to whom it may concern certificates, marriage and divorce certificates, and court rulings.

 **Marketech** – Lebanon

Country: Lebanon

Full-Time Junior Translator

[2012 – 2013]

Translating various documents from Arabic to English and vice versa, including marketing, medical, legal, financial, official, and general documents.

 **Alboraq Translation** – Egypt

Country: Egypt

Translator

[01/2012 – 02/2013]

Translating financial and general files from Japanese to English.

 **EDJ International Ltd** – Japan

Country: Japan

Translator

[08/2011 – 11/2014]

Translating various documents from Japanese to Arabic.

EDUCATION AND TRAINING

Licentiate degree in Japanese and English languages

Faculty of Al-Alsun - Ain Shams University [2007 – 2011]

City: Cairo | Country: Egypt | Website: <https://asu2learn.asu.edu.eg/alsun/> | Final grade: Very good with honors

LANGUAGE SKILLS

Mother tongue(s): Arabic

Other language(s):

English

LISTENING C1 READING C1 WRITING C1
SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

French

LISTENING A1 READING A1 WRITING A1
SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Microsoft Excel / Microsoft Word / Microsoft Powerpoint / MemoQ / Trados Studio / Data Analysis

CERTIFICATIONS

[05/2025]

Google Advanced Data Analytics

Issuer: Google

[07/2025]

IBM Data Analyst

Issuer: IBM

[03/2025]

Excel Skills for Data Analytics and Visualization

Issuer: Macquarie University

[09/2023]

Goethe-Zertifikat A1: Start Deutsch 1

Issuer: Goethe-Institut Kairo

[01/2011]

JLPT N2

Issuer: The Japan Foundation