

# CIRRCULUM VIATE

Mahmoud Mohammed Ahmed Sulaiman

Al-Awda St. Jabalia Camp 367\1

Gaza, Gaza Strip, Palestine

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## Personal Profile:

- A qualified translator at Mitra Centre for Translation.
- CEO of MS-GROUP for Translation.
- A freelancer translator.
- English Language Teacher qualified by the Ministry of Education.

## Education:

- The Bachelor Degree from the Faculty of Arts, English Language & English Literature, 22\9\2010.
  - Islamic University- Gaza.
  - **Overall GPA:** 77.16%.
- The Diploma Degree from the Faculty of Education, Teaching English, 6\2\2012
  - Islamic University- Gaza.
  - **Overall GPA:** 76.44%.

## Relevant Courses:

- Effective English- Based Report Writing Skills.
- International Computer Driving License (ICDL).

## Experience:

- Mitra Centre for Translation from September 2009 – August 2016. I am a qualified translator specialized at literature, education, pedagogy, journalism, media, certifications, technical documents, marketing, tourism & travel, business commerce, finance, cinema, films, drama and general translation. Also, I am a creative writer, copy writer, editor and proofreader with good command in English and Arabic language, as well. One of my

most beloved works is using my voice to dub videos. This Centre is specialized in localization and transcription, also.

- A freelance translator online at many different platforms like Gengo.com.
- A teacher of English language at UNRWA and the Palestinian Ministry of Education and Higher Education from 2010 – 2016.

### **Skills:**

- Translate texts, documents, files, books, certificates or any other official paper from English to Arabic and vice versa.
- Work with the congregation in a team and individually under pressure to translate, edit and proofread texts from the source language to the target language.
- Use MS programs professionally and very well.
- Subtitle videos, movies, documentary films or others with perfect time stamp.
- Use good English to communicate with clients Scripturally and orally.
- Transcribe speech in English and Arabic in different dialects and accents.
- Gain your satisfaction and your recommendation for new jobs.

### **References:**

- Mr. Ahmed Herzallah, English language teacher at UNRWA, MO:  
0599606010
- Mr. Ibrahim El-Shamaly, English language teacher at UNRWA, MO:  
0599683741
- Mr. Muayyad Elwaheidi, Instructor at UNIVERSITY COLLEGE OF  
APPLIED SCIENCE, GAZA, PALESTINE.  
<https://www.linkedin.com/in/muayyad-elwaheidi-3b095b45>