

Ahmed Mesallam Mohamed

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Objective

I am an experienced translator, localizer and customs broker, i started my career in Egypt since 2010 as a translator and localizer, then relocated to KSA on May 2014 as a customs broker, translator, chemical substances classifier, coordinator, customer service agent and supervisor then return back to Egypt on 2022 as a freelancer, and seeking to join a company on premenent job.

Education

- **Al Azhar University**

Bachelor of simultaneous interpretation, English department, Faculty of languages and translation
Good

Experience

- **Arab Integrated Services**

01/01/2010 - 30/07/2011

Translator

<http://www.arabic-integrated.com/>

- **New Life**

01/08/2011 - 30/12/2011

Translator

<http://www.newlife-co.com/>

- **Arabize**

01/03/2012 - 01/12/2013

Localizer

<http://www.arabize.com.eg/>

- **Saudisoft**

01/03/2013 - 01/05/2014

Localizer freelancer

<https://www.saudisoft.com/>

- **Bayan Tech.**

02/01/2014 - 30/04/2014

Localizer

<http://www.bayan-tech.com/>

- **Panalpina World Transport Saudi Arabia LTD.**

15/05/2014 - 14/09/2017

Translator, chemicals classifier and customs documentation expert
<http://www.panalpina.com/www/global/en/home.html>

- **Namma Cargo Services Co. LTD.**

15/10/2017 - 21/09/2022

Leader and supervisor of airport translators, chemical classifiers, documents verifiers and customs documentation experts department

<http://www.nammacargo.com>

Languages

- Arabic (native speaking and writing)
- English (excellent speaking and writing)

Skills

- Fluent in both Arabic and English with a proven ability to convey the meaning of source language into the target language accurately and properly
- Proven ability of search utilizing the internet.
- Able to work on multiple projects at once
- Excellent time management skills
- Very good memory.
- Extensive awareness.
- Self-motivated, ambitious and has the ability to meet deadlines and work under pressure. Able to learn new tasks quickly
- Able to work independently and as an effective team member.
- Touch typing English and Arabic
- Professional use of all versions of Microsoft office (Word, Excel, PowerPoint and PDF). CAT tools such as Trados, Trados Studio, Xbench, Worksapce, Workspace Xliff, Idiom, Catalyst, SDLX and Passolo
- Professional use of KSA Customs Tariff website and SABER platform

Fields Of Experience

- **Translation and localization**

Translation and localization of so many fields such as (Engineering, legal, medical, military, software and marketing...) by searching the internet and online dictionaries for the correct terminologies and make sure that it is suitable to the target context, deliver the full meaning of the source language into the target language, stick to client terminologies and coordinate with the whole team working on the same project to fulfill consistency and review the translation, punctuation, consistency and spelling before delivery, using AI tools and CAT Tools and online tools

- **Customs Clearance**

Translate and put HS code for all kinds of shipments spare parts or chemicals (import temporary import-final export-repair and return export-return after repair...) and excellent usage of chemical permits and exemptions issued for SABIC and its affiliates and all other projects.

Verification for all kind of docs (AWB, CI, PL and COO.....).

Classification and preparing permits (HCIS, MOCI, SFDA and CITC ...) by preparing Arabic description and HS code based on MSDS, catalog, label and CI.

Preparing Landing permits.

Excellent coordination with all custom clearance and operation teams (coordinators, translators, data entry team, brokers at airport and so on) by E-mail, phone calls and WhatsApp.

Making avoid report for SABIC.

Making new exemption for all SABIC affiliates and Fadhili Operation & maintenance

Company and others (By preparing Arabic description and HS codes for the exemption).

Making weekly report for pending shipments and daily report for translated shipments and daily report for Dos or Docs received without pre alerts.

Professional follow up for pending shipments whether it needs revised docs, permit, missing docs and so on also have a creative ideas to clear the shipment at shortest time without any errors through my experience in SABIC and all its affiliates and all other projects.

Preparing chartered flight documentation (all required docs i.e. direct clearance letter,

Saudi airlines letter and security affairs officer letter, visitors permission and material

permission applications, payment undertaking letter when flight arrival on weekend and letter

of technical inspection before chartered flight arrival based on info received from operation team, and attending chartered flight arrival and the process of offloading it and loading trucks using the crane and general knowledge of the operation work like the required specifications of crane and truck based

on cargo weight and permits needed for trucks in its way to the destination.

Translating and putting HS codes for items belong to SANAD to be registered in SABER platform for issuing required certificate like COC or IECEE.

Calculating customs duty and VAT for all kind of shipments EXW, C&F and CIF.

Using Saudi Customs FASAH and MAWANI websites and applying for renting yard next to King Abdul-Aziz sea port.

Training new translators working on SABIC project and leading them.

Translating customs circulars, legal and financial docs for Panalpina and Namma Cargo

Projects

- **SAP**

Localization of computer software for companies in multiple fields such as (Engineering, banking, cell phones and medical ...)

- **Google**

Localization of Google content using Google translation tool in many fields.

- **Sony Ericson**

Localization of Sony Ericson mobile application and software.

- **Engineering projects**

Translation of technical engineering documents for construction companies in gulf countries, also mechanical engineering documents and using manuals.

- **Microsoft**

Localization of Microsoft software applications.

- **SABIC**

Translation, verification, chemical classification and HS coding for all type of shipping documents of final import/export, temporary import/export (spare parts, chemicals and radio active materials) preparation of all type of customs permits and landing permit using MSDS or catalogs of the materials. Supervision, co-ordination, preparation and following up documents required for clearance before shipping the cargo and after arrival.

- **Saudi Aramco Nabors**

- **Sadara**

- **Baker Hughes**

- **Royal Saudi Air Force**

- **SEPCOM group**

- **Halliburton**

- **King Abd Al Aziz Seaport loadind and offloading terminal**

Handling documentation for project of hiring yard in King Abd Al Aziz Sea Port and using it as terminal from scratch of applying on Mawani website passing through preparing letters addressing Mawani and King Abd Al Aziz Sea Port, translating circulars from Mawani and sea port, coordinating with construction contractor and supervising engineering company regarding constructing the terminal as per Mawani specifications terms and fulfilling all required conditions, visiting those companies if required and attend meetings with them, coordinating with engineering company and contractor regarding financial articals as per company contract with them and coordinating regarding financial terms on the contract between the company and the sea port, till finishing construction work in the terminal and visiting the site and matching seaport specifications with the construction work done on the terminal and put notes about mismatching points till completing all construction activities.

Course