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Tamer Ahmed Timor El Kassas



Personal Information:

- Nationality : Egyptian
- Date of Birth : 19/1/1978

Education and Certificates:

- Secondary school certificate from **Dar El Hannan Language School**, 1995
- **B.A in English literature, Cairo University**, 1999, General Grade: Good
- **Diploma in translation – Cairo University** (2002/2003 – 2003/2004)
- **Diploma in written translation – the American University in Cairo (AUC)**
- **ILETS Academic, Score: 7.5 (Higher College of Technology, UAE)**

(All certificates are certified and attested by Department of Education, Programme & Certificates Equivalence, Ministry of Higher Education & Scientific Research, UAE)

The above postgraduate diplomas covered the following specialties:

- *Economic Translation* - *Legal & UN Translation*
- *Documentary & Newspaper Translation* - *Literary Translation*

Below are some details of the courses I have completed:

• **A Three-Month Tailored English Course:**

1. Understand and apply basic grammar & structure, use basic business terms, read & write letters & memos, and deliver work-related presentations.
2. Speak & understand English for work-related conversations.

• **A Three-Month Computer Course:**

1. Running Microsoft Office Applications (MS word, MS Excel, MS PowerPoint)
2. An extensive course on how to use the Internet and all Web related tasks.

Languages:

Arabic (Mother tongue)

English (Very Good)

French (Fair)

Experience:

Starting with present post, listing in reverse order every employment I have had:

Feb 2018 – *up to date* Legal & economic translator in the **Trade Agreements Sector (TAS), Anti-Dumping, Subsidy & Safeguard Dept., Ministry of Foreign Trade and Industry, Egypt.**

Description of duties (*Economic & Legal Oriented Translation*):

- Providing written translation & simultaneous interpretation that cover legal, research, technical, scientific & commercial materials.
- Writing and Proof reading most of Trade Agreements Sector's (TAS) correspondences in English.
- Translating all that is related to the field of Trade & Commerce:
 - documents, agreements, guidelines & cases from/to English
 - Arbitration cases and case studies that are submitted to WTO for arbitration.
 - Anti-dumping, Subsidy & Safeguard cases, manuals and reports.
 - MOU, Partnership and Cooperation Agreements with counterparts Governmental Agencies.

April 2009 – Jan 2018

Civil Service Dept., UAE Armed Forces, Abu Dhabi, UAE
Title: *Military Translator/Interpreter*

Duties: Working with foreign advisors who are specialized in certain military and security fields and disciplines. My duties are to provide interpretations and written translations in various military-oriented subjects and topics.

- Translating Standard Operating Procedures as well as providing simultaneous translations during the courses conducted by the advisors to train the local officers and soldiers on how to implement these SOPs.
- Providing simultaneous translations during the courses conducted by the advisors to train the local officers and soldiers on SOPs, military topics & tactics.

Ancillary duties to the above activities:

- Translating training schedules/programmes
- Translating aid materials such as shooting handbooks, illustrated posters, training manuals ... etc.
- Carrying out all administrative works needed in conducting the above trainings.
- Translating documents and provide simultaneous interpretation to various simulators/simulation products and tools during my work as a translator in the Armed Forces , UAE.
- Translating several materials concerning electronic targets and simulators (soldiers & vehicle mounted).
- Participating in several interpretation sessions during wargame exercises using simulators and workstations.

Feb. 2007 – April 2009

Legal Translator in Arab Orient Legal Translation, Abu Dhabi, UAE

Duties: Legal Translator: Administrating and running daily office activities as well as the following: revising, editing and translating (Arabic/English and the vice versa) all types of documents of different genres such as legal documents (e.g. contracts/agreements, memoranda of understanding, Articles and Memoranda of association, pleadings, legal memos and notes, etc...), accounting & finance documents (e.g. balance sheets, invoices, bills of lading, etc...), company's profiles and publicity materials as well as a diverse of miscellaneous types of documents. Translating medical reports. Court rulings.

Some of the clients we offered them translation services:

- *The Boston Consulting Group, BCG*
- *Various Ministries & Departments in Abu Dhabi:*
Abu Dhabi Educational Zone, Ministry of Education, Abu Dhabi Health Authority, Ministry of Health, Abu Dhabi Police GHQ, Ministry of Finance & Industry, Dept. of Finance, National Transport Authority, Executive Council ... etc.

June 2003 - Jan 2007

Legal & economic translator in the **Trade Agreements Sector (TAS), Anti-Dumping, Subsidy & Safeguard Dept., Ministry of Foreign Trade and Industry, Egypt.**

Description of duties (*Economic & Legal Oriented Translation*):

- Providing written translation & simultaneous interpretation that cover legal, research, technical, scientific & commercial materials Writing and Proof reading most of Trade Agreements Sector's (TAS) correspondences in English.
- Translating all that is related to the field of Trade & Commerce:
 - documents, agreements, guidelines & cases from/to English
 - Arbitration cases and case studeis that are submitted to WTO for arbitration.
 - Anti-dumping, Subsidy & Safeguard cases, manuals and reports.
 - MOU, Partnership and Cooperation Agreements with counterparts Governmental Agencies.

June 2001- June 2003

Translator in the **Egyptian Organization for Standardization & Quality Control (EOS), Ministry of Industry, Egypt.**

Description of duties (*Technical Translator*):

- Main duties to provide simultaneous interpretation to foreign delegates during simenars, workshops & conferences held in the field of standardization & Quality Control.
- Writing and Proof reading most of EOS correspondences in English.
- Reception and guidance of foreign delegates visiting EOS in the framework of cooperation and joint work.
- Member of the committee entrusted with organization of

- seminars held by/in collaboration with EOS.
- Translate documents or standards from/to English.
 - When EOS participates in regional & international meetings I write the minutes of such meetings.
 - Translating & proof reading Egyptian Standards (ES)
 - Translating Standards, Guidelines, Directives developed by reputable Standardization bodies in Europe, North America & notable Asian Countries.

August 1999–May 2001 English language teacher at El-Chark Schools, for both the Preparatory and Secondary Stages.

I worked as a part time editor at the **Middle East News Agency (MENA)**