

**Mosaed Abdudullah Al- Rumman,**  
0566899338  
Email: mosaedromman@gmail.com

*A certified and self-motivated senior translator seeking a challenging and rewarding position in your organization.*

**Experience:**

1. 12/2001-6/2002 Translator at the Royal Saudi Land Forces. During this period, I have translated in the following areas:
  - a. Technical translation of manuals and specifications of military equipment, including sophisticated and unsophisticated weaponry.
  - b. Official correspondence.
2. Since 8/3/2002: Translator at the Ministry of Economy and Planning. My current position is a senior translator. During this period, I have been able to cover wide areas of different fields including:
  - a. Economic translation.
  - b. Administrative translation.
  - c. Studies, reports and strategic plans.
  - d. Legal translation, including, but not limited to, contracts, agreements, letters of intent, laws, bylaws, rules
  - e. Agreements, protocols, memorandums of understanding (MoUs).
  - f. Minutes of meetings.
  - g. Worked as part of the RC project "National Risk Unit". During this period, I have performed the following tasks:
    - i. Translation of risk management related documents including risk analysis reports and other documents that include risk management technical terminology from and into both Arabic and English.
    - ii. Developed, as part of a team effort, a comprehensive English-Arabic glossary risk-related terminology.
    - iii. Translation of National Risks- related documents including risk assessment, risk scenarios, manuals... etc.
    - iv. Translation of communications with other government bodies and international organizations within the National Risks Echo-system.
    - v. Translation of material related to the efforts made to build the National Risks Resilience for the Kingdom.
    - vi. Translation of Royal decrees and orders and all types of resolutions at various levels.
    - vii. Translation of financial and governance related documents including authority matrix, policies, procedures...etc.
  - h. As part of the Ministry's transformation journey, I have been tasked with establishing a translation unit, my tasks involved the following:
    - i. The comprehensive process of interviewing candidates, testing their skills, and ultimately selecting the best fit for the position.
    - ii. Develop procedures and policies for the translation unit in collaboration with the related departments.

- iii. Choose the right translation tools while ensuring that data management, protection and cybersecurity rules are followed.
3. I have worked as a part-time employee in the following areas:
  - a. As a translator for more than 10 years at one of the government security services (Confidential). During this time, I have gained experience in:
    - i. Translation of security and military texts.
    - ii. Translation of correspondence in the context of international cooperation.
    - iii. English and Arabic proofreading.
  - b. Worked and cooperated with a number of editorial offices and services such as Ketal Media.

**Memberships:**

Member of the Saud Translation Association (SATA)

**Professional Skills**

1. Consecutive interpretation.
2. Good level of computer aptitude specially working with MS word, PowerPoint and excel.

**Personal Skills:**

1. Creative writing.
2. Self-starter, target oriented and a team player.
3. Teamwork oriented.
4. Creative thinking

**Education:**

Certified by the Literature, Publishing and Translation Commission in July 2023.

**Education:**

2001: Bachelor Degree in English Language. Graduated in 2001 from Imam Muhammad Bin Saud University

**Training:**

- Completed a basic level Spanish language course in 2010.
- Completed the foundation program in translation and interpretation (English) from 9/11/2015-9/12/2015 at King Abdullah Institute for Translation and Arabization.
- Completed a course on "Translation of legal contracts and administrative reports and communication" at Invest Centre in Dubai, UAE in November 2018.
- "Knowledge Based Economy" Feb 22-24 2020, Ministry of Economy and Planning.
- "Language, Economy and Language Policy in the Kingdom", Dec 1-2 2020, at the Ministry of Economy and Planning.
- "What are the Public Development Goals", Jan 20 2021, at the Ministry of Economy and Planning.

- “Development Public Policies”, Apr 7-5 2021, at the Ministry of Economy and Planning.
- E-course from Institute of Public Administration E-Platform Ethrai on “Executive Planning” May 5, 2021.
- E-course from Institute of Public Administration E-Platform Ethrai on “Problem Solving and Decision-making” Sept 7, 2021.
- Administrative Coordination, Institute of Public Administration, Riyadh, 22-21 Dec 2022.
- CAT Tools workshop, Translator Virtual Academy, Completed on 17/1/2023.
- Cyber Security Essentials, Dammam, KSA, Institute of Public Administration. From 29 Jan to 2 Feb 2023.
- Passed the Literature, Publishing, and Translation Commission's Professional Translator Training Program, qualifying for the Certified Translator Exam, which consists of 80 hours of instruction.
- Completed the Consultant Toolkit program conducted by SawaUp, Riyadh, KSA, on 23-24/7/2023.
- GRC introduction program, Conducted By Transform, Riyadh, KSA, on -6-7 August 20230.

**References:**

Upon request.