# Adel Keita

# Personal data

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| *Name:* | **Adel Saleh Baba Lamine Keita** | thumb_241253_profile_img_small |
| *Place & DOB:* | Bamako, 7/4/1960 |
| *Nationality:* | Mali |
| *Religion:* | Islam |
| *Build:* | 1.76 m , 65 Kg |
| *Marital status:* | Married |

**Academic Certificates**

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|  | **Institution** | **Period** | **Degree** |
| University | Ain Shams Uni.- Fac. of science , **Cairo-Egypt** | 1979-1983 | **B.Sc.** Botany/Chemistry |

**Career**

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| Freelance translator | Translator  | 2014 – to date  | Working for online translation websites (protranslate, Mars translations, Elite translation and others) and translation agencies |
| Saudi Maintenance Specialties Co., Riyadh, KSA | Translator | Sept. 2011 – Nov. 2013 | * Tech. and legal Translation (Arabic/English/French)
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| Al Matroody Est.**Riyadh, S. Arabia** | Translator  | June 2010- feb 2011 | * English-Arabic translation/localization and DTP
 |
| Freelance translator**UAE, Egypt, S. Arabia** | Translator | Apr 2010 - to date | * French, German, Arabic & English freelance translator
 |
| Angle Management Inc.**Manila, Philippines** | Business development mgr. | Mai.-Aug. 2009 | * Promoting the corporations’ recruitment activities
* Building a client database
* Develop new office practice and pooling technique
 |
| Alexander Language Institute **Cairo, Egypt** | French coach | Dec 08–Apr. 09 | * Coaching advanced French course for adults
 |
| Self employed**Cairo, Egypt** | Translator | Dec 08–Mar. 09 | * Various trilingual translation online assignments
 |
| Al Tamimi Legal firm**Riyadh, Saudi Arabia** | Executive Secretary | 2007- Dec 2008 | * Clerical support
* Arabic-English Interpreting
 |
| Saudi Maintenance Specialties Co., **Riyadh, KSA** | Translator | 1998 – Sept 2007 | * Tech. and legal Translation (Arabic/English/French)
* Publish training materials
* Tender documents processing
 |
| Ruler’s office, **Sharjah**-**UAE** | Legal assistantProtocol agent | Mar.-Dec. ‘97 | * Clerical (filing, speed typing, correspondence)
* Legal text translation
* Legal Office liaison
* Ushering VIPs
 |
| Five Continents translation Office, **Ajman**-**UAE** | Translator | Aug. ’96-Jan. ‘97 | * General translation
* Typing
* Public relations & advertisement
 |
| Saudi maintenance specialties Co., **Riyadh**-**KSA** | GM personal assistant | 1990-‘96 | * Clerical tasks
* Travel arrangements
* correspondence
* Time keeping and report generation
 |
| Saudi Embassy, **Bamako**-**Mali** | Chargé d’affaires secretary | 1986-‘90 | * Correspondence and typing
* Translation & Interpretation (Arabic/French)
* Support consular services
* Meeting minutes recording
 |
| Egyptian Embassy, **Bamako, Mali** | SecretaryInterpreterProtocol off. | 1984-‘86 | * French translator-interpreter
* Welcoming embassy's invitees
* Ceremony & table arrangement
 |
| Khalid Islamic Institute, **Bamako**-**Mali** | Biology instructor | 1984 | * Introduction to biology course
* French-Arabic translation
 |

**Freelance Translation Employers:**

* Protranslate: <https://www.protranslate.net/>
* Mars translation: <https://www.marstranslation.com/>
* UTS: <https://www.universal-translation-services.com/>

**Language Knowledge**

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| * Over 20 years of experience in translation & interpreting in the following language combinations: **Arabic 🡘 English**

**Arabic 🡘 French****Arabic 🡘 German*** Other spoken languages:

**Spanish**: intermediate (Speak, read & write)**CAT Tools: MateCat** |

**Translation Domains**

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| ***Legal*:** | Powers of attorney, certificates, mortgages, contracts, agreements, statutes, articles & memoranda of association, partnership, arbitration awards and court judgments.  |
| ***Technical:*** | Data sheets, medical reports, user manuals, bills of quantities and tender specifications, training courses & presentations  |
| ***financial:*** | Feasibility studies, financial statements, economic studies. |
| ***Mainstream*** | Promotional campaigns, Brochures, introductory letters, newspaper extracts, fliers, advertisement and website localization |
| ***interpreting*** | Consecutive interpreting. |

**PC Proficiency**

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| *MS Office package:* | Word, Excel, PowerPoint, Access, Publisher, Outlook, Project |
| *Html & JavaScript:* | Web page design and java script  |
| *graphics software:* | Photo Impact, SWISHmax, Adobe Acrobat |
| *Publishing and design:* | White papers, technical sheets, training courses and DTP |
| *Network* | Troubleshooting LAN and wifi. |

**Professional Capabilities**

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| * General, technical, medical and legal translation and interpreting in four languages.
* Business correspondence, commercial presentations, speed typing in Arabic, English, French.
* Website localization.
* Office coordination, DTP, logo design, and web page design.
* Office management and coordination capabilities.
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**Int'l Exposure**

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| **Event`** | **Venue** | **Duties** |
| UNCTAD conference on petrol, gas & mines, 10-13/11/2009 | CICB Bamako, Mali | Reporting and translating speeches (French & English **🠢** Arabic) |
| 5th UN Conference on Development in Mali – 1984 | Hôtel de l’Amitié, Bamako-Mali | French-Arabic translation and typing of conference documents |

**Membership**

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| ATN-APTS certified (listing no. 30591)  <https://www.arabtranslators.org/>EGYTA accredited (listing no. 11086)  <https://www.egyta.com/>ETLA assoc. member   [http://www.egytrans.org](http://www.egytrans.org/)  |

**Contact Details**

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| e-mail: | keitadel@gmail.com |