# 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) |
| 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 assistant  Protocol 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** | Secretary  Interpreter  Protocol 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. |

**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 |