# NOOR

# [NOOR.371543@2freemail.com](mailto:NOOR.371543@2freemail.com)

***LEGAL TRANSLATOR (CERTIFIED BY THE UAE MINISTRY OF JUSTICE)***

# WORK EXPERIENCE

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| **February 2016** | **–** | **Present** | **Various Translation Offices**  Legal Translator on a freelance basis | **Dubai, Sharjah, UAE** |
| * Translating all types of documents including powers of attorney, court applications, court judgments, court memorandums, medical reports, laws and regulations, employment contracts, investments agreements and all types of documents in general. | | | | |
| **May 2014** | **–** | **October 2014** | **ETA Ascon Star Group of Companies**  Translator / Corporate Legal Executive Assistant | **Dubai, UAE** |
| * Translating all documents including legal letters, correspondence, commercial agreements, corporate documents, court pleadings, court judgments, expert reports, board resolutions and powers of attorney, articles of association, memorandums of association, memorandums of understanding, non-disclosure agreements, confidentiality agreements, etc. | | | | |
| * Liaising and coordinating with official legal translators for translation and reviewing all translations to ensure proper translation is consistently delivered. | | | | |
| * Assisting the Group Legal Counsel in relation to the Group restructuring: collating and organizing the corporate documents of all the Group’s subsidiaries; liaising and assisting in- house and external counsels with all requests and providing all documents needed; | | | | |
| * Assisting the Group Legal Counsel and Board Secretary in relation to the Board and General Assemblies meetings: handled all related matters regarding Board and General Assemblies meetings including preparation of bi-lingual (English & Arabic) documentation in accordance with applicable Board or Committee Agendas, drafting Attendance Registers, Proxies and Invitations arising from the same. | | | | |

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| **June 2008** | **–** | **October 2013** | **Arabtec Holding PJSC**  Legal Executive & Researcher / Translator/ Board & Committee Secretariat Assistant | **Dubai, Abu Dhabi**  **UAE** |
| * Legal Department Research, Coordination and Document Quality Control | | | | |
| * Started at Arabtec as Legal Researcher working with Group General Counsel on all legal department bi-lingual matters and documentation such as required company formations within the UAE or abroad and assisting in the drafting of applicable corporate documents, legal correspondence to various parties, internal group communications, coordination with external local counsel and translation offices, interpretation of local law legislation requirements; | | | | |
| * Progressed to supervising and being in charge of all Legal Department document quality control ensuring that all internal translations made by applicable staff and external official translations via established applicable offices are consistently delivered, all authorities and company documentation are up to date and valid, correspondence and legal project files were properly maintained in line with set protocols by the legal department document controllers; | | | | |
| * Translating all documents including legal letters, correspondence, commercial agreements, corporate documents, press releases, court pleadings, court judgments, expert reports, board resolutions and powers of attorney, articles of association, memorandums of association, memorandums of understanding, non-disclosure agreements, confidentiality agreements, etc. | | | | |
| * Assisting in the drafting of applicable corporate documentation such as POAs, AOAs, MOAs, company resolution and responsible for the supervision and correct execution of all company documentation requiring notarization, legalization and attestation before applicable Notary Publics, Ministries, Authorities, Economic Departments, Consulates and Embassies in the UAE and overseas; | | | | |
| * Assisting in the litigation, arbitration and court cases, filing of documents and maintaining proper indexed files, preparing and updating case summary, following up deadlines, liaising with external counsels, internal departments and clients in relation to requests related to cases, translating all applicable documents; | | | | |
| * Coordinating with various internal departments in order to assess and respond to all assigned legal notice demands from external third parties, interaction with authorities such as UAE Chambers of Commerce to obtain company related information regarding those parties that have expressed intent to commence proceedings against Arabtec. | | | | |
| * Corporate Secretariat Board and Committee Executive Assistant – reporting to Board Secretary and Compliance Officer | | | | |
| - Handled all related matters regarding Board and Committee meetings including preparation of bi-lingual (English & Arabic) documentation in accordance with applicable Board or Committee Agendas, drafting of anticipated Board Resolutions, drafting Minutes of Meeting, Attendance Registers, Proxies, Invitations and Action Lists arising from the same | | | | |

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| - Also involved and assisted in preparation of those applicable matters relating to General  Assembly meetings including the bi-lingual (English & Arabic) Notice of General Assembly Meetings, coordination of distribution and collation of shareholder proxies, newspaper announcements, contacting shareholders to ensure that quorum for the General Assembly is achieved, corroboration of identity or authority papers for shareholders or authorized proxies in attendance at the General Assembly; |
| - Responsible for bi-lingual (English & Arabic) communication and coordination with executive assistants to the members of the Board and Committees in relation to any meeting formalities including arrangement of venue when required, requests made by members, delivery and receipt of documentation relating thereto; |
| - Involved in the drafting and revisions to bi-lingual (English & Arabic) correspondence with the Securities and Commodities Authority (SCA) and the Dubai Financial Market (DFM) in relation to Board Meetings and General Assemblies as well as preparation and coordination of Ministerial Resolution requirements set by SCA; |
| - Elected Committee Secretary to the Audit Committee in order to record applicable minutes of meetings, action lists and invitations to its members as well as coordination of applicable documentation with the Compliance Officer in attendance under his separate function; |
| - Assisting the Corporate Compliance Officer with all corporate governance initiatives, policies and procedures in line with SCA and DFM requirements including bi-lingual (English & Arabic) documentation such as revisions to Corporate Governance Manual, Annual Corporate Governance Reports, correspondence to regulating authorities regarding compliance related matters and associated meetings; |
| - Corporate documentation control and review ownership of all Board and Committee Meeting documentation, SCA DFM and regulating authorities’ correspondence, Powers of Attorney, Articles of Association and amendments thereto, Shareholders Resolutions and Authorized Signatories for the Holding entity and related Subsidiaries in the UAE and overseas. |

**January 2009 – July 2014 Ibrahim Abou Haidar Mtayleb, Lebanon**

**April 2007 – April 2008**

Legal Translation Office Freelance Translator

- Translating on a full time basis and then on a freelance basis all types of documents such as powers of attorney, articles of association, court documents, judgments, expert reports, legal correspondence, press releases, personal documents, medical documents, instruction manuals etc.

**November 2006 – January 2007 Titra Spot**

Laser subtitling Electronic video subtitling Translator

# Furn El Chebak, Lebanon

* Translating and subtitling of movies

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| **November 2005** | **–** | **January 2006** | **CECILA**  Centre de communication interculturel  Translator | **Badaro, Lebanon** |
| - Training - Translating all kinds of legal, commercial, corporate, medical correspondence, press releases & interviews. | | | | |
| **October 2005** | **–** | **December 2005** | **Screens International**  Subtitling  Translator – Training | **Sin El Fil, Lebanon** |
| - Translating movies, TV series & talk shows. | | | | |
| **July 2005** | **–** | **July 2005** | **Al Salwa for Translation**  Translator – Training | **Kuwait City, Kuwait** |
| - Translating various documents and correspondence. | | | |  |

# EDUCATION

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| **2002 – 2007** | **Holy Spirit University – Faculty of Letters** | Kaslik, Lebanon |
| 2006 – 2007 | Translator’s Diploma |  |
| 2005 – 2006 | Teaching License in Languages & Translation |  |
| 2002 – 2005 | Bachelor of Arts in Languages & Translation |  |
| **1990 – 2002** | **College St-Joseph** | Aintoura, Lebanon |
| 2001 – 2002 | Lebanese Baccalaureate |  |
| **SKILLS AND LANG** | Philosophy  **UAGES** |  |

* + Microsoft Office
  + Fluent in Arabic, English and French

# INTERESTS

* + Reading, Traveling

# REFERENCES

* Available upon request