

AMMAR TARIQ

Chinese Freelance Translator & Trading/ Import Specialist (Chinese- Saudi Market)

NATIONALITY/DOB

Yemeni / 1992

LOCATION

Jeddah, Saudi Arabia

CONTACT

PHONE:

057-106-8825

Email:

www.ar.32@hotmail.com

CORE QUALIFICATIONS:

- ◆ Face to Face Translation from Chinese to Arabic
- ◆ Fluent in Chinese, English & Arabic
- ◆ Import and Export Industry Terminology & Documentation Processes Skills
- ◆ Coordination, Communications & Alignment Skills
- ◆ Public Relation & Customer Service Skills
- ◆ Managerial & Organizational Skills
- ◆ MS Office, Google Drive & Social Media
- ◆ Staff Development & Team Building
- ◆ Attention to Details
- ◆ Attention to Business Opportunities and Solutions

Results-driven and detail-oriented freelance translator with a proven track record of success in translating various materials from Chinese to Arabic and vice versa, interpreting dialogues and conversations, providing linguistic assistance, and promoting services everywhere I can. Multi-task person and aware of several cultures across the world. As an import/export coordinator forming and nurturing productive relationships with retailers, distributors, and salespeople. Specialize in establishing ongoing communications with national and international clients. To keep on the successful career path, it is important to seek an ambitious client or company through which development and cooperation can be met.

EDUCATION

Anhui Normal University - China

Bachelor's Degree - Chinese Language and Literature.

Hefei University of Technology- China

Master's Degree – Computer Science

WORK EXPERIENCE

Freelance Translator

2021 – Present Jeddah

- Saudi Co. Factory for Sponge Industry- A Month
- Nada Company- Four Days
- Wang Kang Factory for Ceramic – A Month

- ◆ Interpreted dialogues and conversations from Chinese to Arabic in different business conferences and board meetings.
- ◆ Provided linguistic assistance and support to multiple business parties

Self- Employed- Import-Export Office Coordinator and Supervisor

2021 – 2023 Jeddah

- For Different Individual Clients

- ◆ Confirmed all shipping details before allowing packages to leave facility.
- ◆ Maintained an updated database of all shipments deliveries and returns.
- ◆ Coordinated overseas shipping with customs agents for clearance.
- ◆ Handled claims with insurance companies for issues with shipments.
- ◆ Resolved customer complaints in a timely manner.
- ◆ Arranged domestic and international shipments.
- ◆ Prepared inventory and sales reports.

BAB Company– Import-Export Office Supervisor

2019 – 2021 Jeddah

- ◆ Overseeing clerical tasks, such as sorting and sending mail

- ◆ Formed strategic partnerships, established metrics, and participated in complex negotiation.
- ◆ Factory and production line follow up.
- ◆ Planned and supervised shipments from production to end-user.
- ◆ Maintaining operations documents and reports.

**- Guangzhou Real Way LED Factory – Manufacturing Operation coordinator
2018 – 2019. China**

**- Foshan Xiaoping Furniture Factory – Manufacturing Operation coordinator
2017 – 2018. China**

- ◆ Inspected final products to assess compliance with quality standards.
- ◆ Work closely with logistics and sales management to coordinate and optimize factory performance.
- ◆ Assisting with project management by creating assignments, tracking progress, and resolving issues.
- ◆ Preparing and maintaining operations documents and reports.