



# ANASS EL MAKHTOUM

**Professional Football Translator and Interpreter**

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## PROFESSIONAL SUMMARY

Highly accomplished translator and interpreter with 14 years of experience in simultaneous and conference interpretation, administration, group organization, coordination, and management. Extensive experience in applying various interpretation techniques (whispering, consecutive, simultaneous) to achieve the highest level of communication possible. Vast experience in overseeing diverse projects, including organizing press conferences, interpreting technical meetings, and providing support to management staff. Proficient in multiple languages. Committed to optimizing administrative processes for organizational success.

## ADDITIONAL INFORMATION

Teamwork, strict punctuality, hard work, and spontaneity.

## LANGUAGES

<b>Arabic:</b>	Native Languages
<b>Spanish:</b>	Native Languages
<b>French:</b>	Proficient
<b>Portuguese:</b>	Advanced
<b>Italian:</b>	Intermediate
<b>English:</b>	Advanced

## EDUCATION

12/2016 **Master's Degree in Scouting and Video analyzing.**

Futbol Lab Academy

Certified course endorsed by the Catholic University of Avila, Spain

06/2007 **Master's Degree in Translation, Interpretation** with a focus on Arabic, Spanish, and French language combination.

King Fahd School of Translation

Abdelmalek Essaadi University - Tangier, Morocco

06/2005 **Bachelor's Degree in Language, Literature, Spanish and Latin American History**

**Faculty of Humanities**

Sidi Mohammed Ben Abdullah University - Fes, Morocco

## PROFESSIONAL EXPERIENCE

**02/2022 - 07/2023 Arabic, French, Spanish, and English Translator-Interpreter**

**United Arab Emirates Football Federation - Dubai, UAE**



- Interpreter for the technical team (including the coach, assistant, doctors, and players) proficient in Spanish, English, and Arabic, as well as various departments of the Arabic-speaking Football Federation.
- Manage email and phone correspondence in the working languages.
- Draft meeting minutes, requests, reports, and official correspondence.
- Translate medical and technical documents.
- Handle administrative tasks in Spanish, Arabic, French, and English.
- Provide verbal summaries of meetings in languages other than English and Arabic to a diverse audience.
- Produce comprehensive documents and reports in accordance with established administrative protocols.
- Maintain robust communication between all administrative departments within the United Arab Emirates Football Federation.

**12/2019 - 05/2021 Coordinator Translator-Interpreter (Ar-Fr-Esp-Eng)**

**Al Nassr Social Club - Dubai, UAE**



- Provide accurate and efficient translation and simultaneous interpretation services in various contexts, including meetings, training sessions, and press conferences.
- Translate legal documents and journalistic articles with precision and attention to detail.
- Facilitate cultural mediation and localization to expedite the integration of new foreign players and coaching staff into the team.
- Collaborate and communicate with all departments to understand the club's objectives.
- Provide verbal summaries of documents in languages other than Arabic, making them easily accessible for immediate use.

**07/2013 - 11/2019 Coordinator Translator-Interpreter**

**Baniyas Social Club - Abu Dhabi, UAE**



- Provide translation and interpretation services for technical staff and foreign players.
- Plan and organize meetings, including writing meeting minutes.
- Translate medical and technical reports accurately.
- Provide simultaneous interpretation during board meetings, contract negotiations, press conferences, and meetings.

**07/2014 - 11/2016 Senior Administrative Translator-Interpreter**

**Embassy of Venezuela - Abu Dhabi, UAE**



- Translate legal agreements and contracts in Arabic, Spanish, English, and French.
- Provide simultaneous interpretation during meetings with the Ministry of Foreign Affairs of the United Arab Emirates.
- Manage the translation of sensitive, complex, or technical texts for the ambassador and related departments, ensuring strict information confidentiality.
- Perform both simultaneous and consecutive interpretations during official meetings and conferences.
- Draft certificates and letters on behalf of the embassy.
- Generate templates for official letters and correspondence for various departments.
- Handle the drafting and translation of official correspondence.
- Administer the embassy's social media accounts.

- Manage legalization procedures and issuance of legal documents.
- Monitor national and international press and produce specialized reports in Spanish and English.

### **12/2011 - 12/2014 Senior Manager Translator-Interpreter**

Promotangier SL - Tangier, Morocco



- Company manager overseeing project implementation and management.
- Lead the planning and execution of the company's marketing and public relations events.
- Provide translation and interpretation services in Spanish, French, English, and Arabic.

### **08/2009 - 11/2011 Translator-Interpreter**

Al Nassr Social Club - Riyadh. KSA



- Offer translation and interpretation services to support technical staff and international players.
- Organize and oversee meetings, with responsibilities that include preparing meeting minutes.
- Ensure precise translation of medical and technical reports.
- Efficiently lead workgroups, assign tasks, and monitor project advancement.
- Handle a wide spectrum of administrative duties in Spanish, Arabic, French, and English.
- Translate a variety of company documents and media content, encompassing legal memos, contracts, and summaries.
- Revise and translate corporate collateral materials, including brochures, flyers, announcements, editorials, and presentations.
- Provide simultaneous interpretation during board meetings, contract negotiations, press conferences, and other sessions.

### **07/2008 - 08/2009 Manager Translator-Interpreter**

OAETIC (Anass ELMakhtoum Translation Interpretation and Communication Office) - Tetouan, Morocco



**OAETIC**

- Led the translation department at the agency, overseeing translation and interpretation services.
- Excelled in translating contracts, legal documents, and administrative papers with precision.
- Offered linguistic and administrative assistance to Spanish entrepreneurs exploring investment prospects in Morocco and Spanish companies venturing into new markets.
- Participated in official meetings, delivering precise simultaneous translations.

## **CERTIFICATIONS**

1. Seminar (20 hours) on sports journalism, organized by the University of Cadiz (Spain) - 2011.
2. Seminar (60 hours) on specialized translation, Spanish-Arabic, organized by the Toledo School of Translators (Spain), September 11-22, 2006.