

# About Majed Company for Translation and Interpretation

## Mission Statement

Majed Company for Translation and Interpretation' mission is to continually improve the translation and interpretation processes in order to provide the industry with the highest quality translation and public services, outstanding customer service and unparalleled communication response times, all at low cost to our clients. MCTI (Majed Company for Translation & Interpretation) promotes effective communications across cultural and linguistic barriers. As MCTI marks its 4<sup>th</sup> anniversary, we are proud of its achievements: developing a unique team approach to translation, transcription and multimedia projects; providing a one-stop-shop for a wide range of interpreting and translation needs; educating the general public on the issues of cross-cultural communication.

## Vision

Majed Company for Translation and Interpretation (MCTI) has one objective and a single vision; to make you perfectly understood in another language.

## Focus

Aside from continually keeping watch over our translation process and making adjustments whenever they can add efficiency, improving overall quality and effectiveness of our tasks and procedures, we focus on new technologies to maintain the high levels of quality translation. This allows us to continuously aim higher to maintain our privacy policy

## Privacy policy

Our translators respect and protect the privacy of all persons that use our website, or even visit us. Individually identifiable information about you is not willfully disclosed to any third party without first receiving your permission, as explained.

Additionally, our website may contain links to other sites that are outside of Majed Co' control. These sites may have their own policies regarding privacy and you are encouraged to get acquainted with their Privacy Policy acts as well.

## Our Services:

We continually strive to make our translation and other service processes as efficient as possible, while improving the quality of translated work service. At MCTI, we strongly believe that through appropriate directives we can entirely eliminate errors and mistakes from our delivered projects/ translated documents. In so doing, not only is MCTI able to offer higher quality translation services, but also the company can do so at reasonable prices due to efficient processes that are put in effect.

Majed Company for Translation has provided a variety of services range from simple to the most complex for individuals to small groups to large international companies. Our experience with each client provides a wealth of

knowledge and works to build the strength and experience of the company

## 1- Written Translation:

Available Languages in 2008
English/ Arabic/English
French/ Arabic/ French
French/ English/ French
ESPÑOL/English/ ESPAÑOL
ESPÑOL/ Arabic / ESPAÑOL
Italian/ English/ Italian
Italian/ Arabic / Italian
German/English/German
German/Arabic/German
Russian/ Arabic /Russian
Russian/ English /Russian
Polski/ English /Polski

PS. The prices are quoted within 10% fluctuation range depending on given work.

Using the latest technology we guarantee your document translation project is done correctly and in a timely manner. This includes a state of the art document management system and the latest translation assistance software.

The translators we use have passed our strict standards.

We follow a 4-step translation process

1. Initial Translation
2. Proofreading
3. Editing/DTP
4. QA Check

We can accommodate all translation projects, large or small and can meet or beat your deadline. Two main factors ensure quick and accurate translation project turn around.

1. Translator Pool
2. Tracking Software

It is imperative that your translation project be completed by a professional translator that is a specialist in your field. Knowing this, we recruit translators of all specialties. If you have a unique specialty, we'll find a translator for your project.

Using the latest technology we guarantee your document translation project is done correctly and in a timely manner. This includes a state of the art document management system and the latest translation assistance software and tools.

## Additional Quality Assurance Check

One way in which MCTI was able to improve its translation processes in order to obtain close to optimal quality results over all of its translations, all the

while keeping costs low, was through implementation of an additional quality assurance check at the end of every translation.

## **2- Live Interpretation:**

We offer a multitude of professional interpretation services including conventions, conferences, legal proceedings, briefings and trainings. Our goal is to make your event a success whether it's a small group meeting or a conference for 200 participants.

In order to do this, we have top-notch project managers, expert interpreters with specialties in numerous fields and languages, state of the art interpretation equipment, skilled technicians and a customised project tracking system.

Although we offer the most advanced interpretation services, you'll find our rates competitive and our service outstanding!

### **a- Simultaneous Interpreting during training in-session workshops**

**b- Interpreting for conferences**, and ready to cover upto three languages of the same event at a time, using quality wireless hi-tech interpretation tools

<b><i>Available Languages in 2008</i></b>
English/ Arabic/English
French/ Arabic/ French
French/ English/ French
ESPÑOL/English/ ESPAÑOL
ESPÑOL/ Arabic / ESPAÑOL
Italian/ English/ Italian
Italian/ Arabic / Italian
Russian/ Arabic /Russian
Russian/ English /Russian
Polski/ English /Polski

## **3- Transcription:**

**Transcription** is the creation of a written copy; transcription is also defined as the making of an exact verbatim copy of dictated or recorded information in longhand or on a machine, as on a typewriter or computer. A condensed transcription is the paraphrasing or summarising in writing of spoken communication.

<b><i>Available Languages in 2008</i></b>
English/ Arabic/English
French/ Arabic/ French
French/ English/ French
ESPÑOL/English/ ESPAÑOL
ESPÑOL/ Arabic / ESPAÑOL
Italian/ English/ Italian
Italian/ Arabic / Italian
Russian/ Arabic /Russian
Russian/ English /Russian
Polski/ English /Polski

#### **4- WEBSITE TRANSLATION:**

Take your company international via the web! Make your company speak other language that should allow you to expand your horizons and market, as technology is moving faster than ever making the other side of the world seem like its right next door with the help of a finely crafted website and high speed connections.

MCTI, gives you the choice of two selections:

The first: Translating the words and charging as per words quantity, without webpage restructuring intervention.

The second: Translating the whole pages and provide DTP webpage restructuring.

<b><i>Available Languages in 2008</i></b>
English/ Arabic/English
French/ Arabic/ French
French/ English/ French
ESPÑOL/English/ ESPAÑOL
ESPÑOL/ Arabic / ESPAÑOL
Italian/ English/ Italian
Italian/ Arabic / Italian
Russian/ Arabic /Russian
Russian/ English /Russian
Polski/ English /Polski

#### **5- Re-editing**

MCTI, has developed a new service that gives you the opportunity to talk the language using native speakers, who do proofreading to what the specialised team members where basically had translated.

<b><i>Available Languages in 2008</i></b>
English/ Arabic/English
French/ Arabic/ French
French/ English/ French
ESPÑOL/English/ ESPAÑOL
ESPÑOL/ Arabic / ESPAÑOL
Italian/ English/ Italian
Italian/ Arabic / Italian
Russian/ Arabic /Russian
Russian/ English /Russian
Polski/ English /Polski

#### **6- Typing & Re-Typing**

A new service provides typing or re-typing for any text or math equations as from hard copies, pictures, or any broken format that can't be adjusted to be used in the normal word files. Such as sending a book/s and requesting a

digital readable format.

<b><i>Available Languages in 2008</i></b>
English/ Arabic/English
French/ Arabic/ French
French/ English/ French
ESPÑOL/English/ ESPAÑOL
ESPÑOL/ Arabic / ESPAÑOL
Italian/ English/ Italian
Italian/ Arabic / Italian
Russian/ Arabic /Russian
Russian/ English /Russian
Polski/ English /Polski

## **7- Renting Wireless live Interpretation System:**

**(top quality -Italian made)**

### **Wireless Interpretation tools and equipments:**

High Tech instruments and equipments to serve the interpreters during the lectures, conferences....

Only available in Syria.

### ***Interpretation Systems:***

MCTI, is the only company in the area who provides interpreters along with this equipment, which is designed with quality, reliability and modularity set as basic requirements, to offer integrated live interpretation environment and able to satisfy whatever event needs, at the highest standards available on earth.

## **INFRARED ANALOG SYSTEM**

### **TX/1**

#### **Modular Infrared Transmitter**

There are 2 models available (Maximum of 4,8 or 12 channel cards).

The modular transmitter is provided with 4,8 or 12 slots for the insertion of channel cards (MC-120/1)

The number of cards required is one per translated language (Plus one of the speaker).

The cards are inserted from the front and are of universal format allowing interchangeability.

This characteristic allows stock optimization (minimum back up components) and increases the passive reliability of the whole system. (The channels are differentiated by the card location).

### **SR-12/1**

#### **Infrared multi-channel receiver**

Receiver for simultaneous interpretation systems via infrared radiation of Elegant design and simple to use, it fits nearly into a jacket pocket, thus allowing the user freedom of movement within the area by infrared signal. The device is equipped with: clip /potentiometer/ switch/ channel change-over switch/ headphones socket/ connector for battery recharging/ ON pilot lamp.

The main characteristics of this high quality unit are:

1. an excellent frequency response
2. a wide separation range between channels
3. a very high battery life.

### **IRD-010**

#### **Infrared Radiation**

Is provided with as many as 248 transmitter diodes, and three indication LED's for failure, standby and regular signals.

The radiator comes with compact and light design with small dimension. A complete system, suitably designed, can guarantee the absence of non-receiving zones.

The number of radiators and their location is dependent upon the ambient dimensions, architecture of the coverage area.

Six threaded bushes allow for ease fixture to wall hangers (WCB-24) and stands (PP-IRD).

### **SR-08/M, SR-12/M**

#### **Multiplexed wired multi-channel receiver.**

Wired simultaneous interpretation systems 8 or 12 receiver.

The design is elegant and a custom realization is possible, depending on the ambient aesthetics and the hosting structure dimensions. Ideal for permanent installations.

The device is equipped with: VOLUME keys/ ON-OFF/ CHANNEL key/ headphones socket.

The excellent frequency response and wide channel separation are the main characteristics of this high quality device.

## **ACCESSORIES**

### **TU-06/M (6 Channels) – TU-12/ M (12 Channels)**

#### **Multi-channel interpreters board**

Available in twelve and six channel versions. Among all the devices in the system, the interpreters board is the one which required the most operator's interaction. From this reason, production and design have followed the most up-to date information on ergonomics and operational functionality.

The interpreters board is suited for 2 users allowing the presence of two operators, interpreter headsets for shift-alternating.

In addition it is possible connect two interpreters board for each translated language, so that obtain a four interpreters station for each language.

Both interpreters can select their own input channel choosing between the speaker and any of the translation channels.

#### **Interpreters headphones with hand-free microphone**

#### **Language display for channels 1..6**

Allows for the indication of the translated languages with the relevant transmission channel.

Metallic finish, equipped with fixing flask, six panels with the relevant language silk-screen printing and LED number display.

#### **Floor stand for LP-06**

Particularly suitable for mobile installations. The floor stand for the LP-06 contains feeder and six ON switches (one per displayed language). To assist installation the item comes complete with recessed wheels.

## **Stethoscopic shaped headphones Headphones rubbers for HS-20**

1 hundred piece spares set.

### **Fittings and on-site maintenance:**

All fittings, installation and on-site maintenance, where two engineers are to be available to secure successful conference or workshop, all of that would be provided free of charge along with the order of the interpretation system, whatever the shape work theater is.

**P.S.** we can also provide Chinese made interpretation equipment and rooms.

## **Our Business**

Our business is ensuring the global success of your business. In order to meet this goal, we:

- Supply only the most experienced interpreters
- Provide fast translation, Arabic into English language or English into Arabic language by superior, certified translators using top of the line language translation technology and a proprietary project management and tracking system
- Consult top-notch companies in global business with experts in fields from Economics to Fine Art.

## **Our Clients**

The clients of Majed Company and its affiliates range from the largest multi-national corporations and service sector institutions to individuals who need certified translations of personal documents, Privacy is our priority as we are entrusted by very high ranked international organisations and corporates such as the European Delegation Projects in Syria (VET, ISMF...), GTZ, JICA, Azaher, United Nations Development Programmes-Syria, Shell, Ministry of Education, Ministry of Higher Education, Syrian Investment Agency, Fakhri-Murad Law Office and many others.

## **Our History**

As Majed Co. Ltd. UK The British Company were proud to establish the translation and interpretation department in Damascus, end of summer 2005, which was named as:

### **Majed Company (Translation and Interpretation Department)**

where a team of many interpreters consist of advocate solicitor, engineers and very professional translators, graduated from The United Kingdom, Canada, The Netherlands, and some American Universities, specialised in many fields such as; legal, medical, pharmaceutical, vocational, electrical, mechanical industry and software engineering, some of them currently, work as teachers and tutors at

some Syrian Universities

A grand tour of the United Kingdom for which MCTI also provided interpreters for Youngsters camping in Bournemouth, United Kingdom on Summer 2005- 2006.

Majed Company for Translation help travellers, business people and students learn more about the countries of the world with their interests in mind.

## **2008 New Customers Special Offer**

Majed Company offers the 10% off the quoted price, for the first three orders.

**Let us make your next project a success, e-mail or call on us today!**