

Manal Nakli

Personal Information

- Marital status: Married
- Nationality: British citizen. Brought-up, educated and worked in Kuwait before moving to the UK

Education

1982 – 1985 Kuwait University Kuwait
BA English Language & Literature

- My Major covered 16th – 20th century literature (novel, drama and poetry) as well as linguistics, semantics, essay writing and related subjects.
- Minor: English<>Arabic Translation

1993 – 1999 L’Institut Voltaire Kuwait
French Language Diploma

- 1997-1998: Diplôme D’Etude en Langue Française DELF (1^{er} & 2^{em} Degré)
- 1999: Diplôme Approfondi de Langue Française DALF

Professional Translation Qualifications UK
Institute of Translation & Interpreting (ITI), London

- 2002 Associate member ITI (AITI) based on qualifications and experience, including two references from FCO Arabists
- 2014 full ITI membership (MITI) based on a written test and annotation, passed with excellent feedback from examiners. Qualified as professional, certified translator.
- 2016 qualified according to ISO17100
- CPD all year round to keep up with latest skills and developments.

Chartered Institute of Linguists (CIOL), London

- 2004 Translation Diploma (Dip Trans) English-Arabic (1 Distinction and 2 Merit in three written tests) to qualify as professional translator (MCIL)

Professional experience

Since December 2015 London
Foreign, Commonwealth & Development Office

Started part-time, then from January 2017 full-time as in-house Arabic translator and FCDO Arabic social media manager (employed by FCDO Services).

Since February 2004 London

I started my own company, Ebla Translations, as freelance translator, and have been doing translations (English<>Arabic) for:

- **Foreign & Commonwealth Office (FCO - now FCDO) Translation Services:** translation of various documents, agreements and reports issued by the FCO as well as other government departments, including No.10, MoD, the then DFID, the then UKTI, Home Office, DEFRA, Department for Transport, among others.
- **FCO Press Office:** translation of all press statements, speeches and op-eds relating to the Arab/Islamic world by FCO, the then DFID, the then UKTI, MOD & Home Office Ministers.

- **FCO Arabic website web editor** September 2004-April 2012: translating, building & maintaining content for the FCO Arabic standalone website www.fco.gov.uk/ar (now archived). The FCO then moved to GOV.UK, and I publish all announcements in Arabic.
- **FCDO Arabic Social Media manager** (Facebook & Twitter) since 2010: translating into Arabic and posting, in real time, messages relevant to the Arab World issued by the main FCDO & other HMG Twitter channels. Also FCDO Arabic LinkedIn since 2024.
- **Inspirall Design** – since 2007: translation/transcreation of leaflets/brochures/marketing booklets and websites
- **The Sheikh Group** (political think tank) – since 2015: translation of reports of Track II meetings and workshops about Syria, attended by UN, UK and other international observers.
- **Pall Mall Communications** (political advisory organization) – since 2020 – December 2023: translating/ proof-reading daily round-ups of news.
- **Save the Children** – 2010-2015: translation of annual reports, campaigns and websites into Arabic
- **New Century** (defence & security company) – 2010-2018: translation of security training courses and business propositions in the Arab World
- **International Institute for Strategic Studies** (Middle East) –2015-2017: annual reports; Manama Dialogue reports; weekly political analysis articles.
- Awarded MBE in the New Year Honours List 2014 for services to promote Britain in the Arab World

Nov. 1991 – Sep. 2003

British Embassy, Kuwait

Press & Public Affairs Officer

Responsible for the Press & Public Affairs Section. My responsibilities included:

Press & translation/interpretation

- Producing a daily press digest of all local newspapers and producing and translating press releases announcing Embassy events.
- Setting up press conferences and attending them to provide interpretation between the journalists and the Ambassador and/or visiting British Ministers/officials.
- Arranging one-to-one interviews with the Ambassador and attending for interpretation.
- Translating official documents, agreements, memoranda of understanding and official correspondence between UK-Kuwaiti senior officials.

Visits

- Arranging inward visits by UK experts, outward FCO-sponsored visits by Kuwaiti officials/media and training/workshops for the Kuwaitis.
- Arranging inward familiarisation visit programmes for FCO officers and escorting them on their calls.
- Escorting and looking after British press travelling to Kuwait with senior UK officials.

Contacts

- Maintaining a contact database on the internal network.
- Establishing and maintain contacts with Public Relations officers in various organisations as well as with officials in the media and journalists.
- Establishing and maintaining contacts with women activists as well as political contacts of the Embassy.

Other duties

- Replying to enquiries by the public about the UK.
- Arranging Embassy stands at various exhibitions held in Kuwait.

1985 – 1991 (full time) then 1991-Apr 2003 (part-time) Al-Humaidan Company, Kuwait City

Administration Assistant: responsible for:

- inward/outward correspondence with suppliers abroad (in English)
- receiving and discussing business with visiting representatives of foreign suppliers.
- Book-keeping and holding company's cash box, and all inward/outward transactions.
- Opening Letters of Credit for suppliers abroad, follow up shipment of goods, then pricing goods before entering them into the company's stock.

Languages

- Arabic: fluent (spoken and written)
- English: fluent (spoken and written)
- French: very good (spoken), fair (written)
- Italian: I can understand and speak a little Italian, enough to manage when I am in a pure Italian environment.

Other skills

- Fast typing on the computer
- Very good at using MS Office applications (Word, Excel, PowerPoint).
- Subtitling of short videos to be published on social media
- Production of GIFs with key messages to be published on social media
- Production of 'photo-quotes' with Ministerial key messages to be published on social media

Interests and activities

Walking, reading, travel, socialising

References

To be supplied upon request