




**ELEVATE YOUR
GLOBAL REACH**

An aerial photograph of a city skyline at sunset. The sun is low on the horizon, casting a warm orange glow across the sky and reflecting on the water in the foreground. Several tall skyscrapers are visible, including a prominent cylindrical building on the right. The image is framed by a thick red border.

Sokoon Translation and Business Services is a dynamic and innovative company certified by the media commission, offering comprehensive language translation services and a variety of professional Business Services for several sectors.

Established with a commitment to excellence, efficiency, and client satisfaction, we specialize in providing Translation Services, and outsourcing Business Services, such as Financial Services, Human Resources Management Services, and Visa Application Support Services. Our team comprises accomplished professionals with diverse expertise in several sectors and industries.



WHO ARE WE?

ABOUT US

Founded in 2021, our team brings together an intensive translation experience and over three decades of business services and sales acumen to provide clients with top-notch solutions. Our commitment is to facilitate smooth and hassle-free visa application procedures and overcoming linguistic and cultural barriers through expert certified translation services. With a primary emphasis on Arabic, English, and German, alongside proficiency in various other languages, our team of translators is certified by the Jordanian Translators Association (JTA).

OUR MESSAGE

At Sokoon Translation and Business Services, we pride ourselves on being your strategic partner in delivering top-notch services to your business ensuring a comprehensive and seamless experience for our clients.

OUR VISION

We are passionate about translation and outsourcing international business experience. Our culture of conducting our business is built on enthusiasm, solidarity, and an "achievement" approach. We are optimistic, and we are constantly looking for new and innovative approaches to achieve efficiency in our services provided to our clients with the best of our skills and know-how experience.

OUR GOALS

- 1- Being the partner of success for our clients.
- 2- Providing integrated translation solutions.
- 3- To be the first business services choice regionally in terms of efficiency, quality, and dedication.

ELEVATE YOUR GLOBAL REACH



A large graphic in the top left corner consists of two concentric circles, the outer one in red and the inner one in grey. The background of the entire page is filled with a pattern of thin, grey, wavy lines that create a sense of movement and depth.

WHO ARE WE?

VALUES AND RESPONSIBILITY

Our commitment to honesty and integrated services ensures greater efficiency and effectiveness.

We prioritize sustainability by favouring digital workflows in our translation and visa services operations, minimizing printing to reduce our environmental impact.

OUR COMMITMENT

At Sokoon, we are committed to provide unparalleled business services, visa application support services and document translations. Whether you are a travel agency seeking efficient visa processing or an institution looking for precise document translations and business services, our dedicated team is here to assist you. We understand the complexities of international business, and our tailored solutions are designed to elevate your global reach.

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WHY SOKOON ?

OUR BRAND ATTRIBUTES

Global Perspective Equipped with Experience and Competence

We intimately understand the specific requirements and obstacles your business faces. Comprising industry experts with international experience, we bring a global perspective to your business needs; as our team excels in delivering exceptional experiences to your clients effortlessly and in a timely manner, ensuring their satisfaction and your success.

Client-Centered Approach with Strategic Leadership

Our dedicated leadership team ensures that we prioritize our clients' needs, offering tailored solutions ranging from translation services to visa support, all designed to drive the success of both Sokoon and our valued clients.

Efficiency

Time is of the essence in the tourism industry. We are committed to expediting the visa application process, saving you time, and ensuring your clients receive a seamless experience with high quality check.

Confidentiality

Your data and documents are handled with the utmost confidentiality and security. We maintain strict privacy standards to protect your information.

Cultural Sensitivity and Linguistic Excellence

Our team of certified translators not only ensures linguistic accuracy but also recognizes and respects cultural differences, guaranteeing culturally sensitive document translations.

INDUSTRY COVERAGE

OUR SERVICES ARE TAILORED TO MEET THE NEEDS OF VARIOUS INDUSTRIES, INCLUDING:

Tourism Sector

At Sokoon, we proactively partner with tourism companies, facilitating seamless travel by translating and preparing all necessary documents for destination countries through their embassies. Our aim is to streamline procedures, saving clients time and effort, all through a single platform.



Legal and Governmental Sectors

In the realm of legal translation, precision is paramount. Sokoon's team recognizes the critical importance of accurately conveying legal documents, exercising utmost care to avoid errors that could have significant consequences. We approach legal translation with the highest level of responsibility and attention to detail. This service approaches all ministries and embassies across which need legal translation which serves their needs and support them to achieve integration with all legal entities.



Corporate Sector

Sokoon delivers translation solutions tailored to corporate needs, serving diverse entities such as investment firms, multinational corporations, banks, and financial institutions. Our expert team is equipped to handle the complexities of multilingual and multicultural communication, ensuring seamless interactions for businesses on a global scale.



NGOs and Official Bodies Sector

Sokoon extends its services to NGOs and official bodies, offering specialized translation solutions to support their missions and objectives. Whether it's facilitating communication with stakeholders or translating crucial documents, we are committed to serving the unique needs of organizations dedicated to social welfare and public service.



Medical and Pharmaceutical Sector

Sokoon addresses crucial medical and pharmaceutical needs, from interpreting specialized medical reports to facilitating communication with medical centres in various languages. Our services extend to drafting detailed reports and grant applications, collaborating closely with partner hospitals and centres to ensure excellence in healthcare communication.



OUR BUSINESS LINES

At Sokoon Translation and Business Services, we specialize in comprehensive solutions that cater to various aspects of international business. Our primary business lines include:

Business Outsourcing Services:

Visa Application Support Services:

- We streamline and facilitate visa applications for individuals and travel agencies.
- Unparalleled expertise in outbound visa applications to all embassies within the Hashemite Kingdom of Jordan.

Financial Services

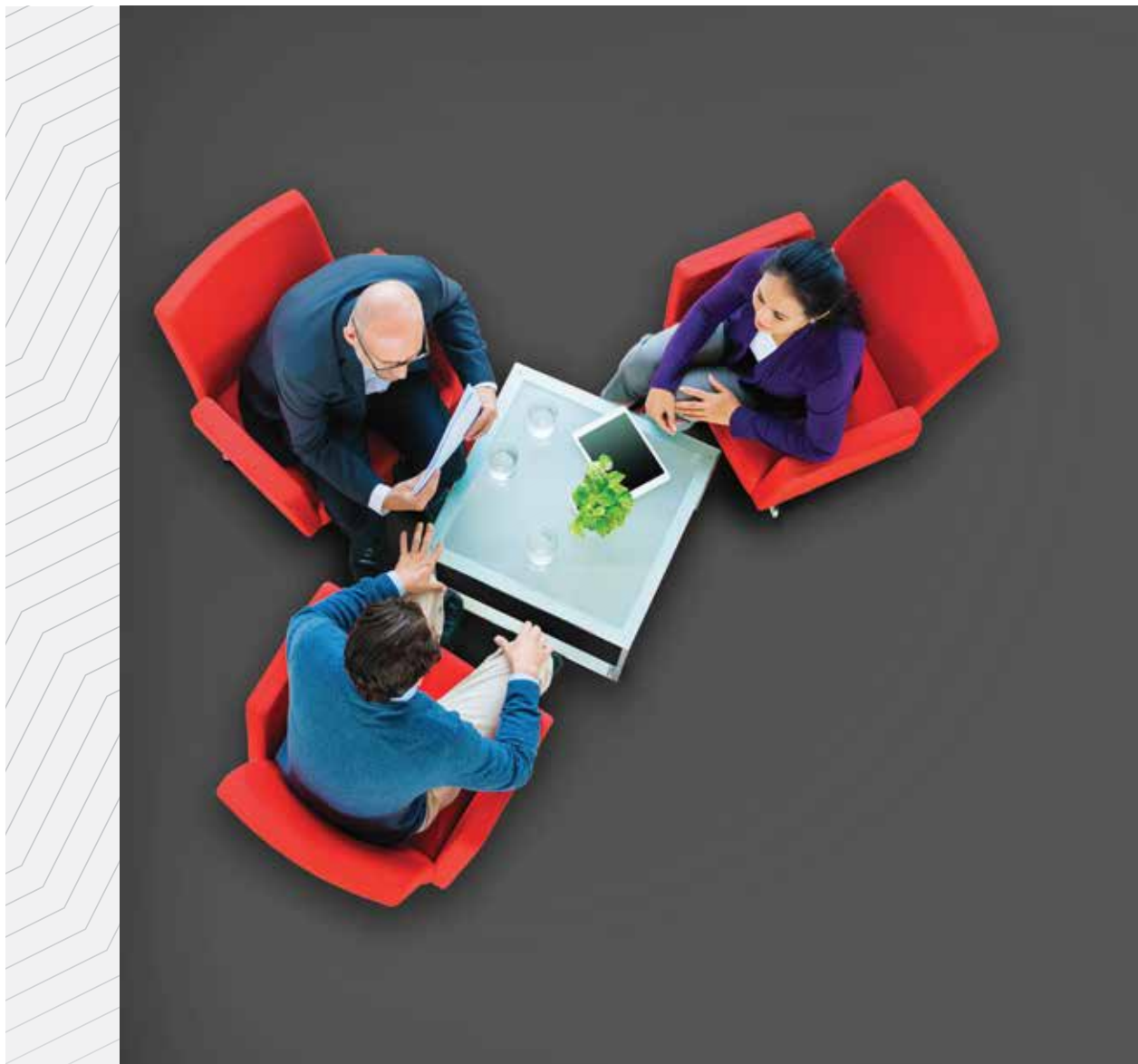
- Our financial services encompass comprehensive solutions tailored to your needs, ensuring sound financial management and growth.
- Expertise in financial planning, budgeting, and analysis to optimize your financial resources.
- Project management expertise to ensure efficient execution and delivery of the financial requirements of your projects.

Human Resources Management Services

- We provide end-to-end human resources management solutions, from recruitment to talent development and retention strategies.
- Our HR services are designed to enhance organizational effectiveness and employee satisfaction, fostering a productive and engaged workforce.
- Incorporating project management principles to streamline HR initiatives and maximize their impact.

Translation Services:

- With a team of certified translators, we guarantee precise and culturally sensitive document translations across various languages.
- Our proficiency spans Arabic, English, German, and numerous other languages, enabling seamless communication and effective global reach.
- Beyond linguistic accuracy, we prioritize contextual understanding to convey nuances accurately, ensuring our translations resonate authentically with diverse audiences.
- Whether it's legal documents, marketing materials, or technical manuals, our translators deliver quality translations that maintain the integrity and intent of the original content.







OUR SERVICE LINES

Business Support for Travel Agents:

- Dedicated services to support travel agents with outbound visa applications.
- Document assessment, preparation, and liaison with embassies for efficient processing.

Linguistic Solutions:

- Certified translation services for legal, business, and personal documents.
- Multilingual support in Arabic, English, and German.

HOW WE DO IT

Translation Services:

English Language:

As it is the official language in all embassies within the Hashemite Kingdom of Jordan, we specialize in translating documents, content, and communications from Arabic to English, ensuring linguistic accuracy and cultural sensitivity.

German Language:

We also offer translation services in German, allowing our clients to access a wider global audience and tap into the German-speaking market.

Arabic Language:

Our team includes experts with higher educational backgrounds in Arabic Language, ensuring the utmost precision in linguistic and content accuracy through the proofreading service provided.

Other Languages:

We also offer translation services in variety of languages, allowing our clients to benefit from our quality of services thorough our trusted partners across the kingdom.



Business Support for Tourism Companies:

Visa Application Support:

Our core business service focuses on supporting tourism companies in processing visa applications for various embassies within the Hashemite Kingdom of Jordan. We are committed to complete the visa application process as seamless as possible.

Consultation and Documentation:

We provide consultation services and assist with document preparation, ensuring that all visa applications meet the embassy's requirements.

Liaison Services:

We act as intermediaries between tourism companies and embassies, facilitating effective communication and expediting the visa application process.

Linguistic Quality Assurance:

At Sokoon Translation and Business Services, we prioritize the linguistic quality of our translations. Our team of skilled linguists and proofreaders ensures that the translated content not only captures the essence of the source but also meets the highest standards of linguistic excellence.



OUR CAPABILITIES

Document Assessment and Preparation:

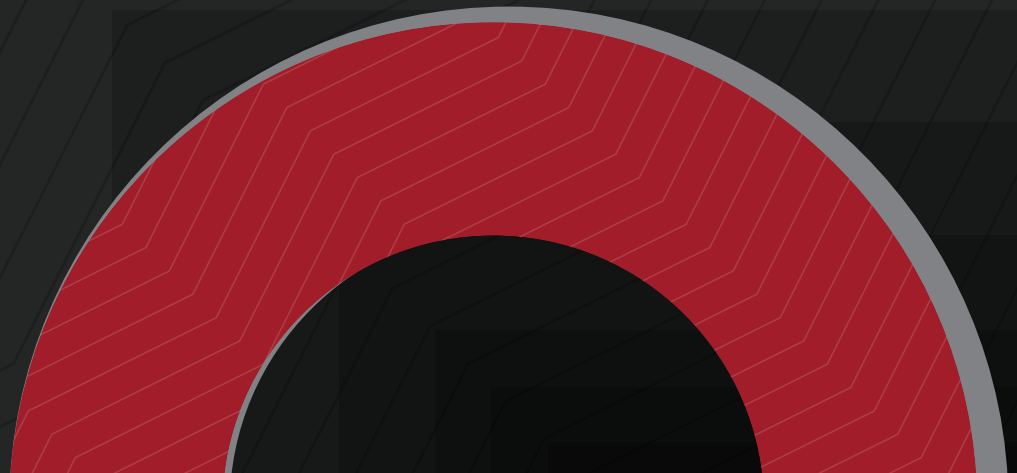
Thorough assessment and preparation of documents for visa applications across all embassies in Jordan.

Global Network:

Established connections and partnerships with embassies and international companies outside the kingdom, facilitating efficient visa processing and business services.

Multilingual Support:

Linguistic capabilities in Arabic, English, German, and other languages to cater to diverse clientele.



KEY PEOPLE



RABIE MUFFARREJ

CEO & CO-Founder

Rabie Muffarrej, Chief Executive Officer and Co-founder of Sokoon Translation and Business Services, leverages strategic leadership and transformational expertise honed through key roles like he played as a Business Services Manager and Project Manager over a decade of intensive experience in several sectors such as Financial, Governmental, and ICT Sector. Holding an MSc in Banking and Finance from Sheffield Hallam University, UK, Rabie has a proven record of results-driven approach and commitment to meaningful change. With global experience at a Big 4 firm in Dubai and project management in KSA, Rabie contributes valuable insights to Sokoon's strategy. As a Certified Translator (English & Arabic Languages), he integrates precision and excellence into Sokoon's client-centric focus for unparalleled service.



DANA OBAID

COO & PARTNER

Dana Obaid serves as the Chief Operating Officer and Partner at Sokoon Translation and Business Services, leveraging her multifaceted expertise in recruitment, human capital management, and investment across Jordan, the UAE, and Germany. Holding a bachelor's degree in German and English for business and communication from the German Jordanian University, Dana brings operational and linguistic proficiency to translations. With a background in HR and Visa processing, Dana ensures seamless business operations. In addition to being a Certified Translator in (German, English & Arabic Languages), her international experience in Dubai and Germany enriches the organization, contributing significantly to its success and growth, highlighting her invaluable contributions as a key member of the leadership team.



CONTACT US

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A FINALE

At Sokoon Translation and Business Services, we are passionate about promoting cultural understanding and helping tourism companies succeed. Let us be your partners in overcoming language barriers and navigating the complexities of visa applications. We look forward to working with you to achieve your goals and bring peace and efficiency to your translation and visa needs.

