



**CURRICULUM
VITAE**

**PERSONAL
INFORMATION**

Name **YANA ALEXANDROVA**
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E-mail **G.CONSULTING@MAIL.RU**
Children **2009, 2015**
Nationality **KAZAKHSTAN**
Ethnic Origin **KOREAN – UKRANIAN MIXED-BLOODS**
Date of Birth **JUNE 29, 1980**
Gender **FEMALE**

**WORK
EXPERIENCE**

Dates **FEBRUARY 2007 -- PRESENT**
Name of Employer **GLOBAL CONSULTING TRANSLATION AGENCY (KARAGANDA)**
Type of Business **OUR SERVICES FOR THE LOCAL AND INTERNATIONAL MARKET INCLUDE DOCUMENT TRANSLATION OF ANY NATURE, TYPE, SCOPE AND LEVEL OF PRIVACY WITH ALL DOCUMENTS REQUIRED FOR THE ACCOUNTING – INVOICES, COMPLETION CERTIFICATES, ETC. WE ARE THE LEGAL ENTITY WHICH IS A VAT PAYER. AS MOST TRANSLATORS WORK FREELANCE FROM HOME, EITHER FOR TRANSLATION AGENCIES OR DIRECTLY FOR CLIENTS, ALTHOUGH SOME ORGANIZATIONS EMPLOY IN-HOUSE TRANSLATORS. IF YOU PREFER TO HAVE TRANSLATIONS FROM OTHER SOURCES, YOU MAY USE OUR SERVICES EITHER ON A REGULAR BASIS OR FROM TIME TO TIME, IN SO MUCH AS WE UNDERSTAND THAT VERY OFTEN IT MIGHT BE OBVIOUS THAT THE COMPANY RESOURCES DO NOT ALWAYS NEED REGULAR SERVICES.**
HAVING BEEN WORKED AT THIS MARKET WITHIN KAZAKHSTAN (TENGIZ, KASHAGAN AND CENTRAL KZ) FOR MORE THAN 7 YEARS, WE GAINED AN IMPRESSIVE EXPERIENCE IN MANY DISCIPLINES, INCLUDING TRANSLATIONS IN THE OIL & GAS, LOGISTICS, GOODS AND EQUIPMENT HANDLING, QA/QC, HSE, PROJECT MANAGEMENT FROM THE ITT TO THE HANDOVER AND COMMISSIONING PHASE, BIDDING, CONTRACTS, CIVIL CONSTRUCTION, ENGINEERING AND DESIGN, LOCAL AUTHORITIES AND OTHER AREAS, SUCH AS FINANCE, MEDICAL, OFFSHORE CONTRACTS AND ETC. EXPERIENCED IN A PARTICULAR NATURE AND STRUCTURE OF THE INTERNATIONAL VENDOR PREQUALIFICATION AND BIDDING PROCESS WE ARE ALSO CAPABLE TO UNDERTAKE THE DOCUMENT PREPARATION, INCLUDING TRANSLATION, INTERNATIONALIZATION AND LOCALIZATION OF TENDER DOCUMENTS.
OUR MAIN PURPOSE IS ENSURING THAT THE TRANSLATED VERSION CONVEYS THE MEANING OF THE ORIGINAL AS CLEARLY AS POSSIBLE, SOMETIMES, WITHIN A SHORT TIME. WE PROVIDE PROOFREADING OF OUR WORKS, WHILE FOCUSING ON A SAME FORMAT OR A FORMAT NEEDED BY OUR CLIENT.
WE HAVE ALL REQUIRED RESOURCES TO EXCHANGE INFORMATION THEREFORE, COMMUNICATION WITH US IS EASY. OUR BASE RATES ARE COMPETITIVE WHILE OUR PERFORMANCE AND RESULTS ARE OF THE HIGHEST LEVEL.
OUR CLIENTS:
AGIP KCO N.V
NORTH CASPIAN CONSTRUCTORS B.V.
DENHOLM ZHOLDAS LLP
ATYRAU CITY LLP
ADEM ECOLOGY LLP
PANALPINA WORLD TRANSPORT LTD.
WESTERN GROUP LLP

Occupation and position held **OWNER**

Main activities and responsibilities	CLIENT LIAISON, ASSIGNMENTS AND NEGOTIATIONS AT MEETINGS, CONTRACT MANAGEMENT, OUTSOURCING, MEETING DEADLINES FOR TRANSLATIONS, LOGISTICS, WORK DISTRIBUTION
Dates	JULY 2003 – JANUARY 2007
Name of Employer	TEMIRZHOL KURLYLYS ATYRAU / ABE CORPORATION (ATYRAU)
Type of Business	ENGINEERING, PROCUREMENT, CONSTRUCTION (EPC) GENERAL CONTRACTOR FOR OIL & GAS OPERATORS (RAILWAY LINKS, ACCESS ROAD, WAREHOUSE, ROAD BRIDGE, EXTENSIONS, PIPE RACKS TO AGIP KCO ONSHORE PROCESS FACILITY, JETTY RO-RO, TENGIZ FACILITIES)
Occupation and position held	PERSONAL ASSISTANT TO CEO / SENIOR TRANSLATOR
Main activities and responsibilities	WAS ENGAGED IN TECHNICAL AND OTHER DOCUMENTATION AND CORRESPONDENCE TRANSLATION, SIMULTANEOUS TRANSLATION AT MANAGEMENT, PROGRESS, KICK-OFF, SITE, QA/QC AND HSE MEETINGS, TRANSLATION OF DRAWINGS (AUTOCAD), TRANSLATION AND LOCALIZATION OF KZ DOCUMENTS/STANDARDS REQUIRED FOR OBTAINING THE NECESSARY PERMITS AND AUTHORIZATIONS. WHILE FULFILLING THESE DUTIES, I PARTICIPATED IN CLIENT DISCUSSIONS AND LIAISON IN ISSUES RELATED TO BIDDING, CONTRACTS, PROGRESS. I WAS ALSO INVOLVED IN DRAWING UP MILESTONE PROGRESS SCHEDULES USING PRIMAVERA PROJECT PLANNER; METHOD STATEMENTS, QA/QC AND INTERNAL AUDIT ITPS, HSE PROCEDURES INCLUDING INTERACTION WITH THE CLIENT DCC, PROJECT PROGRESS MONITORING AND CONTROL IN ACCORDANCE WITH THE AKCO POLICY HAVE PASSED PTW TRAINING COURSES AND HSE INDUCTION. CLIENTS AND PARTNERS: PANALPINA WORLD TRANSPORT LTD. ENI SAIPEM S.P.A. KAZAKHSTAN BATEMAN KAZAKHSTAN NORTH CASPIAN CONSTRUCTORS GATE INSAAT TAAHHUT SANAYI VE TICARET BONATTI S.P.A. SICIM S.P.A. IGS SICIM LLC J.V. MCC JSC PARSONS & FLOUR DANIEL KAZAKHSTAN
Dates	MAY 2003 – JULY 2003
Name of Employer	JD CONSULTING (ATYRAU)
Type of Business	ENI AKCO CONTRACTOR FOR THE CONSTRUCTION OF 110/10KV OVERHEAD LINE AND SUBSTATION
Occupation and position held	PERSONAL ASSISTANT TO CEO
Main activities and responsibilities	WORKED CLOSELY WITH THE CEO TO PROVIDE ADMINISTRATIVE SUPPORT ON A ONE-TO-ONE BASIS. HELPED TO MAKE THE BEST USE OF HIS TIME BY DEALING WITH SECRETARIAL AND ADMINISTRATIVE TASKS WITH A FOCUS ON DISCRETION AND CONFIDENTIALITY AS ESSENTIAL ATTRIBUTES OF A SUCCESSFUL PA. TRANSLATED TECHNICAL DOCUMENTATION, CORRESPONDENCE, SIMULTANEOUS TRANSLATION AT MANAGEMENT, DESIGN AND ENGINEERING MEETINGS, BUSINESS ASSIGNMENTS WITH CEO
Dates	FEBRUARY 2002 – MAY 2003
Name of Employer	ZHELDORSTROY ZHEZKAZGAN ZHOLDARY JV/ABE CORPORATION (ASTANA)
Type of Business	GENERAL CONTRACTOR FOR THE MINISTRY OF TRANSPORT AND COMMUNICATIONS OF THE REPUBLIC OF KAZAKHSTAN CONSULTED BY DAR- AL HANDASAH CONSULTANTS (SHAIR AND PARTNERS) FINANCIALLY SUPPORTED BY THE ISLAMIC DEVELOPMENT BANK FOR KARAGANDA – ASTANA HIGHWAY REHABILITATION PROJECT IN ACCORDANCE WITH AASHTO, ASTM, BS STANDARDS
Occupation and position held	TECHNICAL TRANSLATOR/INTERPRETER
Main activities and responsibilities	ORAL, WRITTEN TRANSLATIONS (WORK PROGRESS, LAB TESTS, DETAILED AND DESIGN DRAWINGS, CORRESPONDENCE, TECHNICAL AND TOP MANAGEMENT MEETINGS AND DRAWING UP MOMS), INTERPRETING AT MEETINGS WITH THE COMMITTEE FOR ROADS AND INFRASTRUCTURE COMPLEX DEVELOPMENT)
Dates	MARCH 2001 – FEBRUARY 2002
Name of Employer	REPRESENTATION OF CHINA GEO-ENGINEERING CORPORATION IN KAZAKHSTAN, KARAGANDA
Type of Business	CONTRACTOR FOR THE MINISTRY OF AGRICULTURE OF THE REPUBLIC OF KAZAKHSTAN IN THE IRRIGATION AND DRAINAGE IMPROVEMENT PROJECT

Occupation and position held	PERSONAL ASSISTANT TO GENERAL MANAGER
Main activities and responsibilities	ACTED AS THE MANAGER'S FIRST POINT OF CONTACT WITH PEOPLE FROM BOTH INSIDE AND OUTSIDE THE COMPANY. TRANSLATION OF TECHNICAL DOCUMENTS, ORAL (SIMULTANEOUS) TRANSLATION, VENDOR OUTSOURCING, PROCUREMENT, HUMAN RESOURCES MANAGEMENT, PARTICIPATION IN PROCUREMENT CONTRACTS NEGOTIATIONS, BUSINESS AND OTHER CORRESPONDENCE, VISA REGISTRATIONS AND LABOUR PERMITS FOR EXPAT ENGINEERS AND MANAGEMENT
EDUCATION AND TRAINING	
Dates	SEPTEMBER 2005 – JUNE 2008
Name and type of organization	INTERNATIONAL BUSINESS ACADEMY
Principal subjects/occupational skills covered	FINANCE
Title of qualification awarded	BACHELOR'S DEGREE IN FINANCE + UNESCO CERTIFICATE
Dates	SEPTEMBER 2005 – MARCH 2008
Name and type of organization	MOSCOW TECHNOLOGICAL INSTITUTE
Principal subjects/occupational skills covered	ECONOMICS
Title of qualification awarded	THESIS DEFENCE: BUSINESS AND FINANCIAL PERFORMANCE IN PRODUCTION BACHELOR'S DEGREE IN ECONOMICS
Dates	SEPTEMBER 1997 – JULY 2001
Name and type of organization	KARAGANDA UNIVERSITY OF BUSINESS, MANAGEMENT AND LAW
Principal subjects/occupational skills covered	ENGLISH
Title of qualification awarded	THESIS DEFENCE: ENGLISH MOTIVATION STRATEGIES B.A. IN ENGLISH
CERTIFICATES	
1	365 classroom hours with a 5 - day a week learning ESL for interaction and practice with the US teachers, 1998, Conversational English Courses, Intensive English Acquisition, Small Business Training Center
2	UNESCO Certificate (Bachelor's Degree in Economics), 2008
LANGUAGES	RUSSIAN – NATIVE, ENGLISH – PROFICIENT, SPANISH, ITALIAN- BEGINNER
PERSONAL ATTRIBUTES	I AM A LEADER. STRUGGLER. I BRING SUCCESS. MANAGEMENT VALUES ME. PERFECT IN LIAISON WITH PEOPLE FROM VARIOUS CULTURES, HARDWORKING, RELIABLE AND HONEST, AMBITIOUS, BUSINESS AND TARGET ORIENTED, SEEKING TO LEARN AND PRACTICE, OPEN TO NEW TECHNOLOGIES AND CONCEPTS, MINDFUL, INDEPENDENT AND STRUCTURAL, ABLE TO WORK FAST WITH GOOD RESULT, ABLE TO WORK IN TEAM AND ALONE, ABLE TO WORK EFFECTIVELY WITH PEOPLE FROM MULTIPLE CULTURES AND BACKGROUNDS, HIGH LEVEL OF PROFESSIONAL AND PERSONAL INTEGRITY
OTHER	DRIVING LICENSE B, FLEXIBLE TO ANY SCHEDULE
I AM INTERESTED IN	FITNESS, READING, CAMERASHOOTING, PLAYING PIANO
REFERENCES	AVAILABLE UPON REQUEST

Having worked within the oil & gas, construction industries for over 10 years I am looking for a new challenge in Contracts/Client Liaison/Procurement/Finance/Projects (UAE/EUROPE) and any other disciplines where I can demonstrate my skills and practice new experience.