

Mobile No.: 86086679

E-mail address: ariunzayatranslator@yahoo.com



CURRICULUM VITAE

1. PERSONAL INFORMATION:

Name: Ms. Ariunzaya Gantumur
Date of birth: February 20, 1980

2. EDUCATION:

2003 – 2005 Master of Arts in English
Central Institute of English and Foreign Languages, Hyderabad, India
1997 – 2002 Bachelor of Arts in English language teaching and translation
The State Pedagogical University, Ulaanbaatar, Mongolia

3. TRANSLATION EXPERIENCE:

Since January 2022 I have become a full-time freelancer.

I have over 15 years of experience in translation field and work with Transperfect, Pactera, Translation Gate, B2B Translations, Bayantech, CCJK, cApStAn Inc, Global Voices, Monday Translations, Wordminds Translations Ltd, FCI Multiple Services, Straker Translations, Octopus Translations, Rebuildbabel, Bohemian Dragomans, Prime Production and etc.

My regular customers are Global Voices, cApStAn Inc, Transperfect, Pactera, Monday Translations, Wordminds Translations Ltd, Andovar Pte Ltd, and FCI Multiple Services.

The services I provide:

1. Translation
2. Proofreading
3. Subtitling
4. Voice over

My field of expertise are:

- a. Business/finance
- b. Medical/pharmaceutical
- c. Legal
- d. Politics
- e. Literary
- f. Religious

4. WORK EXPERIENCE:

❖ *Organization:* Bayar Airag Exploration LLC
Position: Translator/Administration officer
Duration: July 01, 2021 – January 2022

Key duties and responsibilities:

- Principal assistant to the Processing manager and General foreman
- Carries out board administrative support functions in the daily operation of the department, particularly in the areas of travel, correspondences, personnel, finance, registry, supply and transportation
- Translation of daily operation, SOP and other department related documents
- Submit operational reports on a timely basis

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- ❖ **Organization:** MCPL LLC
Position: Data Entry
Duration: February 2017 – June 30, 2021
Key duties and responsibilities:
 - Provide data of goods supplied by vendors to Oyu Tolgoi LLC Underground Warehouse located in Ulaanbaatar and send electronic data to Oyu Tolgoi LLC and other relevant parties on daily basis
 - When shipment is released provide material shipping notes, site entrance permission to Oyu Tolgoi LLC and other relevant parties electronically
 - Collect, record and updatedaily receiving logs associated with the receipt of materials/goods, and, modify amend files where and when appropriate
 - Daily procedures with the Oyu Tolgoi LLC Logistics Department and provide necessary information
 - Submit operational reports on a timely basis to the Oyu Tolgoi LLC and other relevant parties

- ❖ **Organization:** Embassy of India, Ulaanbaatar, Mongolia
Position: SeniorAssistant to official visit (contractor)
Duration: June 2016 – July 2016
Key duties and responsibilities:
 - Contact Mongolian Government organizations and draft official letters
 - Translation of legal and official documents
 - Hotel logistics coordination
 - Senior local assistant for the official visit/ASEM

- ❖ **Organization:** Khaan Quest – 2016, Ministry of Defence, Ulaanbaatar, Mongolia
Position: Senior Interpreter (contractor)
Duration: May 2016 – June 2016
Key duties and responsibilities:
 - Hotel logistics coordination
 - Key interpreter person for US Army and US Marine Corps operated in Zuunmod, Tuv province

- ❖ **Organization:** Embassy of India, Ulaanbaatar, Mongolia
Position: Assistant to official visit (contractor)
Duration: April 10, 2016 – April 25, 2016
Key duties and responsibilities:
 - Draft official letters to Government organizations
 - Translation of legal and official documents
 - Hotel logistics coordination
 - Senior local assistant for the official visit/ASEP9

- ❖ **Organization:** Embassy of India, Ulaanbaatar, Mongolia
Position: Interpreter
Duration: November 28, 2015 – January 08, 2016
Key duties and responsibilities:
 - Draft official letters to Government organizations

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- Correspond to commercial, social media and local correspondences
- Translation of legal and official documents
- General administration support

❖ **Organization:** Shangri-La Ulaanbaatar hotel LLC project

Position: Administration Officer

Duration: March 2013 – August 2014

Key duties and responsibilities:

- Manage/monitor international travel and hotel bookings for expatriates
- Coordination of employment process for new expatriates with Hong Kong office
- Preliminary business visa invitation, HG visa related issues, residential permits and certificates of expatriates registration
- Apartment rental for expatriates
- Coordination of event management
- Coordination of chauffeurs and transportation issues for daily office routine
- Translation of legal and official documents

❖ **Organization:** Macmahon Mongolia LLC

Position: Administration officer/ Travel coordinator

Duration: December 2011 – December 2012

Key duties and responsibilities:

- Manage/monitor and troubleshooting domestic, international travel requirements and hotel bookings for expatriates
- Charter flights arrangement
- Coordination of deployment/reassignment process for new starters with Perth office, Australia
- Interfacing with client company on their requirements
- Meeting arrangements for CEO/CFO at the office or outside of the office premises
- Coordination of event management
- Coordination of chauffeurs and daily routine transportation
- Filing, preparing and documentation process of the company on related fields

❖ **Organization:** Embassy of the USA in Ulaanbaatar, Mongolia

Position: Travel & transportation clerk

Duration: April 2010 – September 2011

Key duties and responsibilities:

- Expediting customs clearance for inbound/ outbound shipments, household, personal effects and other property of U.S. personnel
- Prepare, expedite the process and approval of customs exemptions and other permits for specialized items
- Prepare documents in connection with travel arrangements for personnel assigned to post, officials and VIP visitors
- Arrange hotel and other temporary lodging accommodations by processing reservations at local and international hotels
- Handle travellers' lost baggage issues

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- Coordinating use of motor vehicles and chauffeurs

❖ **Organization:** Embassy of the USA in Ulaanbaatar, Mongolia

Position: Services Clerk

Duration: December 2006 – April 2010

Key duties and responsibilities:

- Maintain post's Hospitality kit: conduct semi-annual inventory, reconcile stock and inventory, and determine/recommend replacement and disposal. Provide inventory to both departing and arriving officers, schedule delivery and pick up. Responsible for maintaining adequate number of the Hospitality kits.
- Prepare wide variety of documents, classify and code materials, update computer database and process claims.
- Maintain electronic logs of the GSO reports, official files and archives.
- Escorts vendors and visitors, act as a principal Contracting Officer Representative.
- Provide assistance in conducting property inventory
- Serve as a back-up to NXP/EXP Supply Manager and GSO Services clerk.

❖ **Organization:** Integrated development of basic urban services in provincial towns project of ADB

Position: Secretary/Interpreter

Duration: August 2005 – August 2006

Key duties and responsibilities:

- Arrange meetings, activities, contract negotiations, contract draft agreements, field trips, workshops, seminars and trainings
- Provide interpretation services for staff and consultants
- Fully responsible for maintaining office files as well as office equipment
- Summarizing project reports, documents and orders/decrees for the project and Ministry of Construction and Urban Development

5. Language skills: Fluent Mongolian, English and medium Russian

6. Computer skills: MS office programs, Internet environment

7. Personal ability:

- Good time management
- Good communication skills
- Eager to solve any issues within timely manner and under any environment
- Accurate in terms of documentation and organizational manner
- Good team player and decision maker
- Experience working with multinational personnel