

CV of **Andrei Khmel**
English to Russian Technical and IT Translator
with more than 15 years of industry experience

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Native Language: **Russian**
Date of birth: **Feb 02, 1970**
Place of birth: **Mogilev, Belarus**
Marital status: **Married, 1 child**
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Profile

I was successful to start my professional career at a foreign trade department of a big textile producer. The company used to be a significant player on the international market so I found myself in a perfect environment for developing my language skills and translation experience. Working in **international trade** gave me unique opportunity to travel around the World, to take part in international meetings and events. My professional expertise covers, translations of English-language **periodicals**, international **market research** and international negotiations with official business trips to Belgium, Bulgaria, Netherlands, China, Finland, France, Germany, India, Iran, Lebanon, Libya, Malaysia, Poland, Turkey... I was engaged in translations of **technical** and **commercial documentation** related to **export-import** of industrial **equipment** and other products. My translation sectors cover: **textile, petrochemical, metallurgical** and other industries. **Mechanical engineering, transport and logistics, legal aspects** of foreign trade and **trade legislation** issues have been essential part of my activity. I am closely connected with **programming, IT** and **modern technologies**. Programming courses were passed by me in English language. I speak good literary Russian and I have **good writing skills**. I prepared high level official documents and letters in Russian

and English languages. In 2010-2011 I worked at Effectiff, Moscow Translation Company and afterwards continued as a freelancer.

Until recently, all of the translation jobs have been done by me manually, i.e. without any use of a **machine translation**. But today I use machine translation systems more willingly as a complimentary tool.

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Education:

1977-1987	English Gymnasium Nu. 3, Mogilev, Belarus
1987-1988	Technical School Nu. 98 Installation and Adjustment of controlling and measuring equipment Graduated with honors
1988-1993	Mechanical Engineering University (currently Belarus-Russian University), Mogilev, Belarus Industrial Engineer
1993-1995	Advanced Training Centre of Mechanical Engineering University, Mogilev, Belarus English Language Translator
2014-2018	IT and Programming self-study. SoloLearn Programming Java Tutorial course, EPAM Java course. Most of the courses done in English.

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Professional Experience and Skills:

2009 – Present	Private business - Freelance translator; - Translation (RU>ENG, ENG>RU) and proofreading services (Contract with EFFECTIFF Ltd. http://www.effectiff.com Moscow translation company 2010-2011) covering the following sectors: technologies, IT, production and sales industries, laws, petrochemicals, mining, textiles, production and medical equipment, etc.; - Contract for market research services with Belarus National Market Research Centre of the Ministry of Foreign Affairs http://www.icetrade.by (2011). - Chemicals, textiles and other products. International trade Asia Pacific, Middle East, Europe, Russia;
Dec 2011 – Jan 2013	PROTOS Ltd. http://www.protos.by/ (note: the current English version of the website was created after I left the company and was not translated by me.) - production equipment documents translation; - commercial and technical negotiations and their translations; - market research for products traded by the company, foreign correspondence; - shipments and delivery planning of import-export deliveries including translations of the relative documents;
Aug 2007 – Dec	Textilesnab Ltd., Moscow, Russia

2009

Head of Import Department

Responsible for deliveries of import products:

- commercial and technical negotiations and their translations;
- business trips, meetings and negotiations translations related to technical and quality issues;
- market research for products traded by the company, foreign correspondence;
- shipments and delivery planning of import-export deliveries, customs matters including translations of the relative documents;

Results: Good business relations have been established with Fiber producers in China, Korea, Malaysia, Taiwan, Indonesia, Thailand, Turkey, ect. (Major Import market – Russia);

Sep 1993 - Aug
2007

JSC Mogilevkhimvolokno, Mogilev, Belarus <http://www.khimvolokno.by>
Foreign Trade Department (Market Research Expert, Export Division,
Head Of Marketing Department)

- conducting litigations related to the EU sanctions against imports of Belarusian goods to the EU, translation of all relevant documentation, working as an interpreter in negotiations and hearings in Brussels;
- contact person and manager for all issues related to the EU Commission investigations against the company's alleged dumping imports to the EU; translation of the European Commission documents, translation of the EU legislation related to anti-dumping and other trade legislative issues;
- solving trade legislative issues related to company's exports to Turkey and Poland (translations of negotiations, documents, hearings).
- translations and writing market reviews (searching for information on world markets for raw materials and finished products);
- commercial and technical negotiations and their translations (including international fairs and exhibitions);
- advertising company's products on foreign markets;
- translation of industrial equipment documentation;
- translation of financial and commercial documentation;
- writing detailed reports on current market situation for the products traded by the company;
- research of the new sales markets (Scandinavia, Meddle East, Asia Pacific, Europe);
- analysis and reports on company's export-import activities;

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Computer Skills:

Basic knowledge of Java programming.

Advanced user, excellent experience in working with all widely used PC programs (Windows, MS Office, machine translation tools, messengers and e-mail clients, graphic and video editors...). PC and Office network organization and administration. During my work for JSC Mogilevkhimvolokno I was responsible for computer security in the office. Consulted developers of a special software for company's

international trade activities.

A special PC program to calculate profiles of machine cutting tools was developed by me in addition to my University Diploma.

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Language Skills: English – advanced;
Russian and Belarusian – native;

Business travelling: Belgium, Bulgaria, China, Finland, France, Germany, India, Iran, Latvia, Lebanon, Libya, Lithuania, Malaysia, Netherland, Poland, Russia, Turkey, Ukraine

Driving Skills: I have been driving since 1997.

Interests: Languages, new technologies, IT and Programming, Computers, Internet, Sports, Video shooting and Photography, Travel, Psychology.

Other information: I do not smoke. I do not drink alcohol.

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