



PERVANE KERIMOVA

SAP Certified Procurement Professional In MM at AZFEN J.V.

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📍 Baku, Azerbaijan



EXECUTIVE SUMMARY

Highly self-motivated procurement professional with over 19 years experience in procurement and Supply Chain Management (SCM) within the oil and gas industry. Recognized for team-oriented and natural leadership qualities, strong interpersonal communication skills, the ability to effectively interface with all levels of coworkers and customers.

LANGUAGES

Azerbaijani- Native

English - Fluent

Turkish- Fluent

Russian- Fluent

SKILLS

Technical Skills ●●●●●●

Communication Skills: verbal & written ●●●●●●

COMPUTER SKILLS

Windows 2000, 10 operating systems, Office 365, MS-Word, MS-Excel, Outlook, Teams, Power Point, Internet, Camtasia Studio



CAT TOOLS

SmartCAT, MemoQ, MateCat, Memsource, XTM Cloud, SDL Trados, Subtitle Edit

CERTIFICATION

SAP ERP MM MODULE

The Information Technologies and Communications Department -SOCAR

ISO 9001/2000 Quality Inspector Degree

Tekfen A.S.

AUTOCAD

Octagon MSS

PERSONAL PAGES

PROZ - <https://www.proz.com/translator/3259480>

WORK EXPERIENCE

FREELANCE TRANSLATOR JAN 2022- Present

MARS TRANSLATION SERVICES

Translation of contracts & reports, certificates, legal documents

Professional Translator Badge: <https://www.marstranslation.com/translator-badge/bjFJMkIIT0> width="130px"

SUBTITLE TRANSLATOR OCT 2022 - Present

MOSHI MEDIA

SUBTITLE TRANSLATOR DEC 2021 - Present

ZOO DIGITAL

FREELANCE TRANSLATOR SEP 2021 - Present

NOVA TRANSLATION

Aselsan military products, Akkuyu NPP, Rosatom's projects

FREELANCE TRANSLATOR AUG 2021- Present

PROTRANSLATE

Translation of thesis / reports / articles, general, business & marketing, literary, legal documents

PROCUREMENT ENGINEER DEC 2002 - Present

AZFEN J.V.

Reporting to the Procurement Manager who reports to the Business Services Manager. Liaise with Finance Department, Cost Office, Technical Office, site team. Responsible for all material & equipment needs for assigned construction projects. This includes managing purchasing, controlling inventory, and maintaining, scheduling and renting of construction vehicles, machinery & equipment. Specific duties include:

- Equipped with the knowledge of MM module in SAP ERP
- Examine and process material requisitions; prepare bid specifications and other necessary documents related to the purchase of supplies, materials and equipment; and places orders with appropriate bidder(s).
- Compare costs and evaluate the quality and suitability of supplies, materials and equipment.
- Preparation and revision of RFQ, Bid tabulations, Vendor approvals, Tender Reports, Purchase orders, Sub-contracts, Contracts.
- Manage whole supply chain process for radioactive sources including getting import/export permissions
- Develop key relationship with suppliers that deliver optimal value; plans for improving procurement efficiency and lowering costs.
- Work with Freight Forwarder, Customs broker agent and domestic land carrier to manage logistics activities.
- Check materials' tracking results, shipping details, provide import and temporary export documents; submit letters & outgoing transmittals for customs clearance.
- Executing day-to-day procurement activities.

STB-1 Barge Upgrade Works Project (Dec-2002-Jan-2003) Due to my skills, working ability I have been transferred to Azfen J.V. Head Office which controls all projects at the same time. (Jan-2003 - Jan-2005) Since 2002 to present I have been either in one of the projects or in the head office. Right now I am working in Azfen J.V. Head Office.

OVERSEAS PROCUREMENT ENGINEER

JAN 2003 – JUN 2005

AMEC-TEKFEN-AZFEN (ATA) CONSORTIUM

1. FFD-C-032 AIOC-CA-CWP (Central Azeri Gas Compressor & Water Injection Platform) Topside Fabrication Project
2. FFD-C-1006 DWG PCWU Topside Project (Deep Water Guneshli Process, Gas Export, Compression, Water Injection & Utilities Platform).

ASSISTANT TERRITORY MANAGER

OCT 2001 – DEC 2002

BORUSAN MAKINA SERVIS VE TICARET A.S.

Responsibilities included assisting in the supply and ordering process of Caterpillar brand earth-moving equipments: excavators, loaders, forklifts etc & spare parts. Specific duties included:

- Correspondence between local and international companies, preparing official letters, quotations, documents and reports
- Control condition of stores and spare parts via special stock-checking software program.
- Control receipt of new shipment by tracking and so on.
- Achieve targets set by team.

LABORATORY ASSISTANT

OCT 2000– OCT 2001

KHAZAR UNIVERSITY

Responsibilities included the carrying out laboratory experiments and student laboratory training courses in Organic Chemistry, Biochemistry and Clinical Biochemistry. Also provided routine care of laboratory procedures, kept records of tests performed and recorded results

PROJECTS INCLUDE IN

1. STB-1 Barge Upgrade Works.
Client: SAIPEM
2. FFD-C-032 AIOC-CA-CWP (Central Azeri Gas Compressor & Water Injection Platform) Topside Fabrication. Client: BP/AIOC
3. FFD-C-024 Onshore Terminal Main Construction Works. Client: BP/AIOC
4. C-00-BPCS-22966 Shahdeniz Project Onshore Terminal Main Construction, Tanks and Onshore Pipelines. Client: BP/AIOC
5. . FFD-C-1006 DWG PCWU Topside Project (Deep Water Guneshli Process, Gas Export, Compression, Water Injection & Utilities Platform). Client: BP/AIOC
6. Sangachal Main Facility – Qazimammad KS (1220 mm 48") Gas Pipeline Client: SOCAR
7. Jacket and Blocks Fabrication Works
Client: SOCAR
8. BP Logistics Base Project
Client: PSN
9. Garadagh 8" Oil Pipeline
Client: Azersun
10. H-09-BPCS-190355 Provision Of River Crossing Remediation Works Client: BP Exploration (Caspian Sea) Ltd
11. COP-WC Chirag Oil Project –Fabrication Of Topsides And Drilling Facilities & Integration Of Living Quarters Client: BP/AIOC
12. Engineering, Procurement and Construction Services
Client: BP
13. Azfen J.V. Fabrication Yard Expansion Project
Client: BP
14. Shah Deniz Stage 2 Onshore Terminal Facility Sangachal Terminal Project Client: BP
15. SD2 Sangachal Landfall Construction Works
Client: BP
16. Western Route Export Pipeline: Sectional Replacement Project (WREP- SRP)
Client: BP
17. SOCAR HAOR Modernization and Reconstruction Project
Client: SOCAR
18. Azeri Central East Project
Client: BP

EDUCATION

DEPARTMENT OF SCIENCE EDUCATION B.SC. (BACHELOR OF SCIENCE), CHEMISTRY EDUCATION
Middle East Technical University (METU)
10/1994- 06/2000

COURSES

SAP ERP MM MODULE - The Information Technologies and Communications Department - SOCAR

EC TEMPUS PROJECT - The Nottingham Trent University & Khazar University / Academic Quality Assurance Program

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