

Curriculum vitae

AIMAN A.SAGATOVA

DOCUMENTATION AND INFORMATION MANAGEMENT SPECIALIST
LOCALISATION AND LINGUISTICS SPECIALIST

Career summary

Highly experienced administrative specialist in Information and Data management area with extensive work experience in Oil and Gas/Energy Industries and associated Civil Engineering, Design and Engineering works; with ability to communicate at all levels of multicultural environment.

Work experience within Project Support, Well Operations and Production departments for several years with strong understanding of how these divisions function within Oil and Gas/Energy industry. Excellent team player with ability to work across organisational and cultural boundaries, with strong attention to detail and ability to set priorities and follow them through. Extensive international experience in Project Support, Information Management, Project Administration and related disciplines. Particular experience in the development and implementation of data management information systems, internal control systems and procedures, project management procedures and related information systems.

Work Experience

May 2009 – present **Interim Management in Cross Cultural Consultancy and Linguistics support of Technical Project and Engineering projects, Technical Writing and Translation – Sole Trader.**

Short list of projects worked on, but not limited:

- **Dec 2012 – June 2013 Portland Ltd.** – PR and Marketing company
Project: Branding of new political image. Responsibilities: translation project management, quality control and assurance, translation of marketing texts, proofreading and copywriting of material.
- **March 2012 – May 2012 TengizChevroil Future Growth Project** (TCO FGP PJV) Worley Parsons and Fluor, Farnborough, Hampshire, UK.
Duties of technical administrator for Translation Software (Trados SDL Studio 2011). Launch of new document control system for bilingual documentation. Document control duties within translation team, usage of POL system
- **October 2009, June 2013 CNBC** – translation of voice-over scripts for television
- **Cement Performance UK** –translation of invitation to tender materials and consecutive interpreting during negotiation process and meetings.
- **October 2011 – December 2011 Eurasian Natural Resources Corporation, London**
Position of HYPERION HFM Technical writer/translator. Finance and Contracts Department London (12 weeks project). Hyperion Financial reporting e-learning project for Russian and English users.
- **April 2011 – October 2011 INLINEGROUP (Moscow IT and Business consultancy group)** Freelance Technical Consultant/Contracts writer.
- **February 2011 – May 2011 LUKOIL.** West Qurna Phase II project & Khabarovsk Process Plant in Russia. Position of freelance Technical Writer / Translator. Quality check and control of (proofreading / localisation / standardisation) of technical (process and engineering) documentation for West Qurna Phase II project and up-grade of Khabarovsk Process Plant in Russia.
- **Consecutive interpreting and linguistic services for private clients and various translation agencies.**
- **July 2010 – December 2011 - DC NORRIS & CO.LTD** - Software Localisation and Technical Documentation Translator.

Key Skills

AREA OF EXPERTISE

- ✓ Oil & Gas/Energy Sector – 8 year of Gas Field work experience and 6 years of offsite experience.
- ✓ Technical writing
- ✓ Company procedures and instruction development
- ✓ Documentation Quality Control and Assurance
- ✓ Performance management
- ✓ Technical Support
- ✓ Pre-FEED, FEED, Working Design

PROFESSIONAL AND PERSONAL SKILLS

- ✓ Confidentiality issues
- ✓ Data and documentation management
- ✓ Translation management
- ✓ Corporate work experience for major Oil and Gas/Energy and Natural Resources companies
- ✓ International and overseas work experience
- ✓ Data administration and migration
- ✓ Knowledge of ISO 9001:2008 and European quality standard EN-15038:2006
- ✓ Pro-active
- ✓ Communication and team working skills
- ✓ Problem solving
- ✓ Attention to detail
- ✓ Ability to cope and work under pressure
- ✓ Implement best practices
- ✓ Problems analysis

IT&T SKILLS

- ✓ MS Office (Word, Excel, Access, Outlook, etc)
- ✓ SDLX TRADOS
- ✓ Documentum v5.3 and v6
- ✓ Maximo
- ✓ SharePoint
- ✓ Hyperion HFM/DFM
- ✓ ProCon
- ✓ Sage Line 50
- ✓ MicroStation and AutoCAD

ACADEMIC QUALIFICATIONS

- ✓ Post Graduate – Faculty of Civil Engineering, Polytechnic University Orenburg, Russia 2001 – 2002
- ✓ BA (Hons) in Translation Studies from West Kazakhstan State University 1995 – 2000 – qualified as the professional technical translator and editor
- ✓ MITI Professionally Qualified member of London Institute of Translation & Interpreting (ITI) since 2008

CONTACT DETAILS

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Jan 2008 – May 2009

PETROFAC Engineering, Woking, Surrey, UK

- Technical Administrator and SDL Trados Data Development Specialist / Engineering translator within Project Support Department, Worked on pre-FEED (Front End Engineering and Design) and FEED projects for Karachaganak Project Development..

Oct 2002 – Jan 2008

Karachaganak Petroleum Operating B.V. (KPO BV), Karachaganak Gas Condensate Field

- Aug 2006 – Jan 2008 – Well Operations, Wireline and Rigless team. Technical translator and WellOps Data Controller.
- Oct 2002 – Aug 2006 – Unit 2 Gas Reinjection Plant. Production and Maintenance department. Position of Senior Technical Translator with duties of Emergency Response translator. Administration of PTW system and Behaviour based safety database.

August 2001 – October 2002

Karachaganak Project Development Team, Karachaganak Gas Condensate Field

- Position of Site Query Administrator and Document Control Specialist within Engineering Department

Jan 1999 – August 2001

Enka-Temirali J.V. (Kazak/Turkish joint venture)

- Position of Materials and Equipment Procurement specialist and Cost Controller

Sept 1998 – Jan. 1999

Bechtel-Snamprogetti J.V. COMIT Department

- Position of Field Technical Translator, COMIT. Work on commissioning and start-up of Condensate Pump Station at Unit 3 Gas Condensate Processing Complex.

May 1998 – Sept. 1998

Trans Global Projects Kazakhstan

- Position of Technical Assistant to Customs Clearance Coordinator

Jan 1998 - March 1998

Karachaganak Integrated Organisation, Aksai, Kazakhstan

- Position of Trainee Technical Translator