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ZAFAR HASANOV

Translator / Interpreter / Coordinator

WORK EXPERIENCE

2016 – Present

FREELANCER - TRANSLATOR

2013 – 2016

Place of work: TECNO GLOBAL (International Project with Hyundai and LUOC, Construction of CPF complex and the development of Kandym Group of Fields) office in Uzbekistan.

OIL & GAS, CONSTRUCTION, CIVIL ENGINEERING.

Translator/Logistics Manager

2008 – 2013

FREELANCER – TRANSLATOR

Translation \ QA \ Voice Recording \ Editing \ Proofreading.

2005 – 2008

Place of work: “ASIA METAL” LTD

Project manager, Translator / Interpreter

Carry out an interpretation during negotiations with foreign partners, assist General Director with the planning of business trips. Search for business information on Internet Web-sites, supply with daily news and prices of London Metal Exchange official web-site and periodically update business offers and profile of the Company on international commercial web-sites. Keep up business correspondence through E-mail and fulfil online interpretations through MSN, Skype messengers with international and local partners. Preparing drafts and final version of letters, commercial proposals and applications. Keep up correspondence with Logistics companies and control route of shipped trucks, containers and other lorries through different messengers and give daily report directly to General Director. Fulfilling a written translation of contracts, agreements and other business documentations of the Company. Receiving phone calls, faxes etc.

2003 – 2005

Place of work: JV “MOVARAUNNAHR”

Sales and Marketing department, Assistant Manager, Translator

Fulfilled visa support, dealt with the accommodation of foreign guests. Helped in preparation of business contracts. Written translation of various documents. Placing stationary documents. Organizing presentations and banquets. Translating and working with official documents. Making appointments and preparing drafts and final version of letters. Supervising registration of outgoing and incoming correspondence, receiving phone calls, faxes etc.

2002 – 2003

Place of work: “MEDFARM” LTD.

Translator/Interpreter

Fulfilling a written translation of contracts, agreements, medical publications, pharmaceutical documentations and other business documentations of the Company. Keeping up correspondence with customers and line representations, hospitals, and drug stores. Assistance in editing of monthly journal for doctors and medical scientists.

2000 – 2002

Place of work: “ABDUSATTOR” private company

Translator - Interpreter

Translation of construction terminology related documentations, contracts, agreements and other papers. Assist line manager with preparation of business observations, formulation of graphics of trucks. Keep up correspondence with foreign partner companies and interpret at plant location.

EDUCATIONAL BACKGROUND

2006 – 2007

**Republican Research – Training Consulting Center National Company
“UZBEKTOURISM”**

Guide – Interpreter in Tashkent – Samarkand – Bukhara - Khiva cities

2002 – 2004

Uzbek State World Languages University

Translation / Interpretation department, **MA** in Translation / Interpretation

1998 – 2002

Uzbek State World Languages University

Translation / Interpretation department, **BA** in Translation / Interpretation

2000 – 2001

Central Asian American Partnership for Academic Development

Successfully completed Business courses at UzSWLU:

Business Communications, Introduction to Economics, International Relations, Business Ethics
Introduction to Business Management, Leadership training.

2000 – 2001

“KAMOLOT” Computer courses

Mastered Personal Computer programs such as Microsoft Word, Excel, and Power Point etc. Typing speed - 70 words in a minute in Russian and English languages. Good experience in searching information in commercial web – sites, keeping up e-mail correspondence through Bat, Outlook Express programs. Good ability to make an online interpretation through Skype, MSN, Yahoo and other messengers.

TRANSLATION PROJECTS:

“UNIVERSITY OF MARYLAND REHABILITATION & ORTHOPEDIC INSTITUTE”. MARYLAND. USA

Translation from Russian and Uzbek to English.

Patient’s questionnaires, certificates of conformity, formal letters from the Ministry of Health, medical reports etc.

“CONSTRUCTION OF CPF COMPLEX AND DEVELOPMENT OF KANDYM GROUP OF FILEDS” UZBEKISTAN.

Translation from English in Russian and Uzbek design documentation, civil engineering documentation, drawings in AUTOCAD. Interpretation during meetings, negotiations.

“FAMILY RADIO STATION” Oakland, CA, USA.

Translation from English into Tajik, Kirghiz languages broadcasting scripts, Voice Over, Review and Proofreading.

“MICROSOFT CORPORATION” USA.

Translation from English into Uzbek language “WINDOWS LIVE MESSENGER”, Review and Proofreading.

“RENAULT AUTOMOTIVE” France.

Translation from English and French into Tajik language “Technical specification, Testing Procedure, Setting and Installation documentation”, Review and Proofreading. Coordination of translation process.

“AVTOVAZ” Russia.

Translation from English into Russian language “Setting and Installation documentation. Bid Documentation”, Review and Proofreading.

“OIL AND GAS PROJECT - ENTREPOSE CONTRACTING GROUP” USA.

Translation from English into Tajik and Turkmen languages

“USA NATIONAL CURRENCY RELEASE OFFICIAL WEB SITE TRANSLATION” USA.

Translation from English into Uzbek and Kazakh release notes, web site news, content etc.

October 15-17, 2003

“INTERCONTINENTAL “Hotel

The 6th international conference on language and development. British Council assistant. To meet international members of the Conference at the airport, accommodate visitors at the hotels. To fulfill interpretation and assistant-related job during the conference.

LANGUAGES

Russian \ Uzbek \ Kazakh \ Kirghiz \ Tajik \ Turkmen

SKILLS

Professional Microsoft package user (MS-Word, MS-Excel, MS - Power Point, Coral Draw, Photo Shop, AutoCad, Internet, E-mail). Trados, SmartCat, WordFast.

Adaptive, communicable, responsible, hard worker, creative, good team worker, punctual, flexible.