

Samira Jamalova

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Personal

Information:

Date of Birth: 22.05.1984
Place of Birth: Baku, Azerbaijan
Citizenship: Azerbaijan
Marital Status: married



JOB EXPERIENCE:

October 2020 - Maire Tecnimont

At present *On demand Remote translator*

November 2018 - PPP project financed by ADB at Ministry of Education of Azerbaijan Republic

June 2020 *Administrative (PM) assistant / Translator*

Description of the job: translation of documents and interpretation of meetings, planning and organizing meetings and workshops, document controlling and filing

February 2014 - Language Moderator at Facebook UI translation Project

At present (English - Azerbaijani language pair)

June 2010 - Swerod Company and VMV Ltd

July 2015 **Project:** Road Safety project (financed by WB)

Interpreter/translator/ PM assistant

Description of the job: translation of documents and interpretation of meetings, planning and organizing meetings, assistance to foreign employees to get visas and permits for temporary residence, document controlling

July 2009 – Finnroad Ltd and VMV Ltd

June 2010 **Project:** Implementation of Corporate Plan (financed by ADB)

Interpreter/translator/PM assistant

Description of the job: translation of documents and interpretation of meetings, planning and organizing meetings, assistance to foreign employees to get visas and permits for temporary residence, document controlling

April 2008 – Nippon Koei UK Co., Ltd and VMV Ltd

July 2009 **Project:** Yevlakh To Ganja Road Widening To 4 Lanes (financed by EBRD)

Interpreter/translator / PM assistant

Description of the job: translation of documents and interpretation of meetings, assistance to foreign employees to get visas and permits for temporary residence, document controlling

August 2007 – RRI Rein Ruhr International GmbH and VMV Ltd

April 2008 **Project:** Preparation of Preliminary and Detailed Design Including Resettlement Plan and Land Acquisition Plan for Alat Astara Highway Project (financed by WB)

Interpreter/translator / PM assistant

Description of the job: translation of documents and interpretation of meetings, planning and organizing meetings, assistance to foreign employees to get visas and permits for temporary residence, document controlling

February 2007 – Scott Wilson and VMV Ltd

August 2007 **Project:** Preparation of Environmental Assessment and management Plan for construction of Alat-Astara Highway Project (financed by WB)

Interpreter/translator

Description of the job: translation of documents and interpretation of meetings, planning and organizing meetings, working with documents

December 2004 – Medical Company “Modern Pharm” LTD

February 2007 Interpreter/translator

Description of the job: Translation of medical articles, drug leaflets, establishment of relations with different international pharmaceutical companies

Mar 2005 “SHAM” Translation center

November 2005 Interpreter/translator

Description of the job: Translation of all kinds of documents (juridical, medical, technical, etc) from English into Azerbaijani and vice versa”

Feb 2004 – Secondary School No 35

Mar 20004 Volunteer teacher (English language lessons)

Oct 2004 – Secondary School No 34

Nov 2004 Volunteer teacher (English language lessons)

EDUCATION:

Sep 2001 – Azerbaijan University of Languages

Jul 2005 Bachelor’s Degree in Philology (the English Language)

Sep 2005 – Azerbaijan University of Languages

Jul 2007 Master’s Degree in Linguistics (the English Language)

ADDITIONAL TRAININGS AND STUDIES:

Sep 2003 – Azerbaijan University of Languages

Jan 2004

Name of the Program: Principles of Medical Studies

Nurse in reserve for Civil Defense

GRADE: “5” excellent

Mar 2002 – Azerbaijan National Academy of Sciences

Apr 2002 Information Communication Scientific Centre

Name of the Programs: MS Windows, MS Word, MS Excel, MS Power Point, Internet Technologies (Advanced)

Power Point, Adobe Photoshop, Corel Draw (Intermediate)

GRADE: “5” excellent

LANGUAGE SKILLS:

	Reading	Writing	Speaking	Understanding
AZERBAIJANI	Excellent	Excellent	Excellent	Excellent
ENGLISH	Excellent	Excellent	Excellent	Excellent
RUSSIAN	Excellent	Excellent	Excellent	Excellent
TURKISH	Excellent	Excellent	Excellent	Excellent

INTERESTS: Computers, reading, translating

ABBREVIATIONS:

ADB - Asian Development Bank

EBRD - European Bank for Reconstruction and Development

WB - World Bank
