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Tuebayeva Laura

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| Personal info | Age – 40, April 26, 1978  Birth place – Аlmaty |
| Track Records | **KazGiproNefteTrans**  Starting from September 2016 to date  Translator and interpreter (Aksai)  KPO (Karachaganak Petroleum Operating B.V.) project deliverables, interface with Pipeline, Piping, Instrument, Electric, Civil, Process safety, Permitting disciplines, Interdisciplinary check of drawings/ deliverables prior to IFRC. Meetings with Client/Contractors. Database, glossaries update.  **United Trans Kazakhstan**  Starting from October 2014 to date  **Translator and interpreter (Astana, Almaty, Aktau)**  Interpretation of military peacekeeping operations, military “Tactical Field Care” courses (Karaoi training base, Almaty oblast), military maintenance courses for divers (Aktau), healthcare ministry meetings and negotiations (Astana) for US Embassy projects.  Translation of technical, economical documentation, tender packages, contracts and agreements.  **KPJV Almaty**  Starting from August 2013 to October 2014  **Three-lingual translator (Kazakh – Russian – English)**  *Joint Venture incorporating Fluor, Worley Parsons, KING and KGNT for Future Growth Project TCO. Translation of project documents into three languages as stated above.*  **Maersk Oil Kazakhstan Aktau**  Starting from June 2012 to May 2013  **HSSE Admin coordinator**  *Organization and coordination of Incident Free orientation trainings for Company and Contractor employees, training schedules and interface with instructors / contractors.*  *Reporting – compiling statistical progress reports indicating safety, manhours, environmental performance to Head Office. Use of Synergi.*  *Budgeting and planning, cost control in SAP. Procurement plan for HSE Dept.*  *Design and update of HSE Intranet page.*  *Administrative support – arranging, booking rooms for workshops, trainings, meetings, Head office visitors and other guests. Maintaining HSE Dept timesheets, vacation planner, incoming and outgoing correspondence.*  *Translations – state inspection outcomes, internal procedures, presentations. Translation support for expats.*  **Maersk Oil Kazakhstan Aktau**  Starting from January 2011 to June 2012  **Translator / PA to Resident Manager**  *Written translations of diversified subjected documentations, interpretation of internal meetings, Townhalls, communication with visitors, visits to field and local authorities’ offices.*  **Maersk Oil Kazakhstan Aktau**  Starting from April 2010 to January 2011  **Technical translator in Project Management Department**  *Dunga Field Expansion Project*  *Supporting translations in HAZOP, meetings, kickoffs in Dunga field by the following disciplines: construction, instrumentation, electrics.*  *Translation of documentation flow, tender documentation, technical inquiries, project packages, CGF Operating Manual.*  *Dunga Full Field Development Project*  *Translation of project documentation. Participation in meetings with design contractors. Translation of regulatory documents and official letters to regulator offices (also in Kazakh).*  **«Caspian Engineering & Research» Design Institute Aktau**  November 2009 – Мarch 2010  **Technical translator**  *Translator of the following documentation: Кarachaganak Development Project. Basis of design: process, electric, material selection, construction, environment*  *Gas Plant Expansion.*  *Construction site, KCOI.*  **«EPMG» LLP Аlmaty** September, October 2009  **Translator**  *Translations into Russian, English, Kazakh. Technical terminology. Interpreting. Autocad drawings.*  Caspian Engineering & Research Aktau  Since October 2008 – March 2009  Technical translator (English – Russian)  *Karachaganak Field Development. Phase III. Facilities: Monthly reports, List of Facilities, Technical Assignment.*  *Kashagan Field Development - EP. Further Phases of Development: Explanatory Note/General Layout. Drilling Centers EIA. TEO FPD. Tranche 3-HVAC comments.*  *Project "Kashagan Field Development- Experimental Program": Specifications: Civil Works; HSE Policy; Cold & Hot Bends; Trunk Lines wall thickness; Cathodic Protection; Concrete Weight Coating; Planning and Reporting Procedures; Pipeline Corrosion Effect and others; Welding Procedures;Electrical; FOC route details; Various Detectors Specifications; Drawings for various disciplines; QRA.*  *Online Visa Applications for KPDL Project.*  *Company Founding Documents*  April – October 2008 RBS Kazakhstan Aktau  Sales manager, Personal Loans (Russian, Kazakh, English correspondence)  Client oriented work, calls, presentations, promoting credit products. Trainings for newcomers on sales principals. Coordination of team work on delay, reject and pending issues.  Since October 2007 ABN AMRO Bank Kazakhstan Aktau  Account Administration specialist  Bank certificates issuance, cards and PIN delivery, opening and closure of card, deposit and current accounts.  2003 – 2007 «MAIX» LLP Aktau  Assistant (Kazakh, Russian, English)  Review of quotations and extents, grouping and sending purchase orders, management of oilwell equipment delivery and its customs clearance.  Review, development and processing of the bid documents.  Translation of technical, legal and shipping documents and preparation the package of documents for customs clearance.  Management of Insurance sphere.  Keeping Company’s all e-mail correspondence.  Improving and methodizing HR database, creation and updating CV base, applying the credit card system for personnel’s salaries, procedure of an obtaining the license of foreign labor power industrial intake. Hiring, transfer and resignation of employees. Orders, manning table. Recruitment. Work with Occupational safety Department as per prescriptions and audits. |
|  | 2002 – 2003 «AktauWestService» LLP Aktau  Reception desk manager, «Koktem» Hotel  Rooms booking, check-ins and check-outs.  Shift reports preparation.  Translation into Kazakh and English Hotel booklets, calling cards, restaurant menu, reports. Design the order, bill and requisition forms for types of services. |
|  | 2001 – 2002 «Tumba» weekly newspaper Аktau  Advertising manager  Acceptance and submitting for client’s approval advertisement model, acceptance of insertions.  Review of advertisements and information level, analysis of newspaper circulation.  Concluding the contracts, issue of invoices, pay-desk.  Proof-reading of advertisements and insertions in Kazakh and English. |
|  | 1999 – 2001 Zhambyl regional Office of Public prosecutor Таraz  Translator (Russian – Kazakh)  Translation of legal documents, statements, journals, HR documents, articles and interviews into Kazakh.  Updating the legislation database, introducing new legislative acts, additions and amendments in Kazakh legislation to Department personnel.  Kazakh language lessons to personnel, ad interim appointee in HR Department for the period of additional staff hiring. |

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| Education | 1994-1998 Аlmaty  The Kazakh State University of International Affairs and World Languages after Abylai Khan  Specialty: English.  Qualification: Teacher of English. |
| Interests | Swimming, travelling, music |
| Miscellaneous | Driving license «В». 7 year driving experience.  Trainings attended:   * Oil&Gas English, London, June 2011 * Effective corporate crisis management, Аstana, March 2012 * Industrial safety and Labor protection, Aktau, May 2012 * Effective assistant and time management, Aktau, November 2012 * Synergi Super User, Aktau, January 2013 * SAP Super User, Аktau, August 2012 |