**Nadezhda A. Sheveleva**

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***Ecology & Project manager***

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| 2011-present2010/11 2005/102010 - present2010/112005/102005/06 | Experience highlights***Manager in Ecology Department - Health, Safety, Environment Division:* LUKOIL Overseas Service B.V.** * Handling of environmental audit on oilfields (fulfillment control of environmental legislation and requirements);
* Working with Global Warming, Kyoto Protocol and Climate Change: monitoring, summarizing and control of greenhouse gas emissions on oil- and gas fields, inventory and payments for emissions;
* Ecological risks identification from new oil & gas projects (collecting and analysis of environmental legislation of business partner country, definition of environmental aspects, environmental impact assessment);
* Preparing of environmental annual reports (waste management, water use, greenhouse gas emissions, environmental measures);
* Publication of ecological articles;
* Internal audit (ISO 14001:2004; OHSAS 18001:2007)

***Accountant in Accounting department:* LUKOIL Overseas Service B.V.*** Accomplishment of money transactions: receiving sums of money in the Bank Petrocommerce (for self-supporting basis, travel expenses, prepaid assets);
* Work with Company’s employees: payment of salaries, advances for non-card holders;
* Calculation and payment of sums for business-trips for employees;
* Working in the SAP-R3 and Bank-Client systems (controlling the cash-flow of Company, sending invoices, purchasing and selling sums of money in US Dollars, controlling of “Materials” accounts, preparing of bills, invoices and registers for clearing transfers to employees accounts);
* Accomplishment of inventory auditing of material assets in the Company;

***Additional experience*** * Scientific work in university: calculation of NPV and IRR for investment oil & gas projects, building relevant schemes and schedules, calculation of investment profitability and project sensitivity to the external factors;
* Public speaking: speaker on the oil & gas conferences in English, German and Russian (e.g.: Economical efficiency evaluation, pre-Ecological Impact Assessment of Oil & Gas projects etc.);
* Translation of Contracts and Invoices using English, German and Russian languages.
* Private lessons for students (German language, Chemistry)

Education* **Russian State Oil and Gas Gubkin University**, Project management in oil & gas industry: ***PhD in Economics***
* **Moscow State Lomonosov University**, Ecology and environmental rational use: Professional retraining
* **Russian State Oil and Gas Gubkin University**, Project management in oil & gas industry: ***Bachelor degree***
* German language practical study (Germany, PAD(Paedagogisgher Austauschdient)

Grants* The Best Young Expert of Lukoil Overseas Service B.V. - 2011
* Grant-holder of III Scientific Conference “LUKOIL Overseas Holding Ltd.” (for program creation and development (“EcoExploration”);
* Grant-holder of JSC"LUKOIL";
* Grant-holder of Potanin charity fund;
* Victor of SPE conference (Society of Petroleum Engineers) and other conferences in German and Russian languages (economic, oil and gas industry);
* Language Certificate “Sprachdiplom” (Germany, Bonn).

PC ProgramsAdvanced user of MS Office (Word, Excel, Power Point, Access), Outlook, SAP-R3 (A4), Consultant Plus, 1C Accounting, Bank-Client, MapInfo, Surfer, RET Screen, SharePoint, VBA – basics.LanguagesRussian – native; English, German – fluent; French, Greek, Hebrew – beginner.HobbyTennis, Greek dance and culture, Charity. |