**OLGA TSIBULOVA**

**WORK EXPERIENCE**

**Translator/Interpreter**

December 2015-till present.

CH2M Hill Constructors

Almaty, Kazakhstan

I am responsible for translation from English into Russian and vice versa of various project documentation, Sanitary and Epidemiological Norms and Regulations, business correspondence, International Biosafety Standards and other scientific and construction documentation and etc. and consecutive translation of staff meetings, meetings with contractors and various state institutions

**Translator/Interpreter**

June 2015- December 2015

Bolashak Atyrau

Aksai, Kazakhstan

I am outsourced to KPO b.v. and I am responsible for technical translation from English into Russian and vice versa of technical documentation related to geology, field development, HSE and business correspondence, also I provide interpretation at various meetings.

**Translator/Interpreter**

Technology Management Company

December 2009 -May 2015.

Almaty, Kazakhstan

TMC is an international company providing a support to U.S. Government Agencies and multi-national corporations. As a major subcontractor it has been awarded work from DTRA in Kazakhstan for Biological Threat Reduction Integrating Contract (BTRIC). TMC supports these missions by providing logistics, personnel (scientists, office staff, construction engineers and warehouse managers), regulatory requirements, ministry liaison, business2business concierge services.

I am outsourced to AECOM and I am responsible for translation from English into Russian and vice versa of various project documentation, Sanitary and Epidemiological Norms and Regulations, business correspondence, International Biosafety Standards and other scientific and construction documentation and etc. and [consecutive translation](http://www.multitran.ru/c/m.exe?t=1800275_1_2) of staff meetings, meetings with contractors and various state institutions.

**Translator and PA of Finance Director**

Urker Cosmetic LLC.

Almaty, Kazakhstan

August 2009 November 2009.

The Company is the only local producer of FMCG goods such as household cleaning products, shampoos, creams and etc.

My initial role in the Company is to assist financial director during negotiations, meetings with a local bank in Kazakhstan. It also involves translation/interpretation (from Russian into English and vice versa) of meetings, correspondence between financial director, banks and the owner of the company.

* Translation from English into Russian and vice versa of various financial information and reports including full set of financial statements of the Company prepared in accordance with IFRS (International Financial Reporting Standards).
* All business correspondence between financial director and the owner of the company, finance department staff.

**Technical Translator and PA of Seismic Project Manager**

Dietsman S.p.A

March-August 2009.

Aksai, Kazakhstan

The Company, which was a branch office of a company based in Italy, was engaged in the business of man power (both local and expatriate work force) out souring to oil exploration and production companies in West Kazakhstan such as Karachaganak Petroleum Operating (KPO) and AGIP.

I was outsourced to KPO and was responsible for technical translation/interpretation from English into Russian and vice versa of technical documentation related to seismic survey, environment protection, HSE and also business correspondence, meetings with contractors. Cooperation with KPO bv Finance Department regarding payment issues and etc. Office Management.

**Assistant to Financial Controller**

Consolidated Supply and Services International LLC

Aksai, Kazakhstan

January 2006 – July 2007

**Finance Officer**

Consolidated Supply and Services International LLC

July 2007- to February 2009

The Company is engaged in oil field supplies to major oil producing companies such as KPO, AGIP, TCO and their sub-contractors in the West Kazakhstan region and has an annual average turnover of over USD 8 million.

**Bank Credit Administration and Monitoring**

My initial role after joining the Company was to assist the financial controller during negotiation of credit lines with various local banks in Kazakhstan. This involved simultaneous translation from ( from Russian into English and vice versa) of the proceedings and translation of all other written and verbal communication between the financial controller and the banks.

Post approval of credit lines my job involved completion of credit documentation formalities which among other things included:

* Translation (from Russian into English) and preparation of various credit documents as main credit-line, accessorial and mortgage agreements and resolutions.
* Translation from English into Russian of various financial information and reports including translation of full set of financial statements of the Company prepared in accordance with IFRS (international financial reporting standards)
* Notarisation of various corporate documents for submission to banks.
* Registration of mortgages of properties and other assets such as motor vehicles including preparation of related power of attorneys and resolutions for submission with local offices of Technical Inventory Bureau and Motor Vehicle Registration Departments.
* Daily and weekly monitoring of credit limits by bank and type of credit lines and preparation of 26 week rolling payment schedules for submission to and review by the financial controller.
* Day to day coordination of issues relating to credit limits with the banks and reporting them back to the financial controller for decision making and communication to the banks.
* Preparation of loan drawdown requests to banks and follow-up and checking the individual loan agreements including checking accuracy of installments and interest calculations.

**Management of Import Contracts and Letters of Credit**

As the financing from banks was primarily for funding of company’s foreign trade so for better administration, coordination, monitoring and ensuring compliance with the terms of credit facilities the part of the function relating to preparation and administration of import contracts of the Company including preparation, amendments, extension of all related documents such as the passport of deals and their registration with customs and national bank of Kazakhstan was transferred over from logistics department to finance department and the responsibility was give to me. The job also involved preparation and submission of all the necessary supporting documents as required by the terms to credit such as our contracts with customers, our purchase orders with foreign suppliers along with calculation of available credit limits, loan application, follow-up on loan disbursements and transfers to foreign suppliers, preparation of letter of credit application and submission to the bank and communication to the foreign suppliers including any arranging extension and amendments to letter of credit as may be required by the suppliers from time to time.

**Accounting**

I also had various responsibilities in Finance such as preparation of sales invoices, processing of salaries using 1S accounting software. In addition I was responsible for maintaining accounts of one of the subsidiary using Sage Line 50 accounting software.

**Technical Translator**

Dietsmann S.p.A

(Formerly Commerint S.p.A )

Aksai, Kazakhstan

October 1999 – December 2005

The Company, which was a branch office of a company based in Italy, was engaged in the business of man power (both local and expatriate work force) out souring to oil exploration and production companies in West Kazakhstan such as Karachaganak Petroleum Operating (KPO) and AGIP.

I was outsourced to KPO and was responsible for technical translation from English to Russian and vice versa both simultaneous (to facilitate between foreign trainers and Russian speaking trainees) and written translation of course and other technical materials including translation of various technical manuals.

Some of the major short and long term training courses that I facilitated while working for KPO as a simultaneous translator are listed on the attachment to my curriculum vitae.

**Technical Translator**

JSC Intergasstroy

Aksai, Kazakhstan

June 1999 – October 1999

I was responsible for translation of business correspondence and technical materials related to construction.

**EDUCATIONAL AND PROFESSIONAL QUALIFICATION**

**University Education**

**Zhubanov Akubinsk University**

**(**Bachelor’s Degree in Accounting and Audit – external student)

2004-2006

**Zhubanov Akubinsk University**

**(**Bachelor’s Degree in English language)

1994-1998

KIMEP, Human Resources Management

(MMBA in HRM)

2016-2017

**Professional and Other Training**

**Hydrogen Sulphide Certificate**

April 2002

Pavia, Italy

**HV/LV Regulations for Electrical Equipment Operation and Maintenance Certificate**

February 2003

Montrose, Scotland

**Explosion Protected Systems and ATEX Awareness Certificate**

February 2003

Montrose, Scotland

**Interpretation of Electrical Engineering Certificate**

November 2002 -February 2003

Edinburgh, Scotland

**Behavioral Based Safety Program-Train the Trainer Certificate**

August 2004

Aksai, Kazakhstan.

**OTHER SKILLS**

**Computer Literacy**

Proficient in the use of Personal Computers and application soft wares as MS Office 2003 and 2007

**Languages**

Fluent in both spoken and written English and Russian languages with good command of technical and professional terminology related to engineering & maintenance, banking & finance, biology, zoology and medicine.

**PERSONAL DATA**

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| --- | --- |
| **Date of birth:** | August 23, 1977 |
| **Address:** | Apartment 18, Block 22, Pushkin Str., Almaty, Kazakhstan |
| **Tel:** | +77778310910; 87017856718 |
| **E-mail** | [tsibuo77@mail.ru](mailto:tsibuo77@mail.ru); tsibuo@gmail.com |

**List Of Training Courses Facilitated As Simultaneous Translator:**

**1. Long Term Courses**

**Electrical On the Job Training Maintenance**

KPO Unit-3 & KPC Unit-2

January 2000 -July 2003.

**Explosion Protection**

KPO Training Center

Aksai, Kazakhstan.

September 2003-May 2004

**2. Short Term Courses**

**Principles of Occupational Safety and Health**

Course conducted by DBA Risk, UK.

KPO Training Center

Aksai, Kazakhstan.

**General Electric Multiline Protection**

Course conducted by Skema, Italy

Cesana Moderna, Italy

**Production Courses**

KPO Training Center

Aksai, Kazakhstan.

**Risk Assessment**

Course conducted by DBA Risk, UK.

KPO Training Center

Aksai, Kazakhstan.

**Drilling**

Course conducted by Rike Services, USA

KPO Training Center

Aksai, Kazakhstan.

**High Voltage**

Course conducted by EPIT, UK

Jewel and Esk Valley College, Edinburgh, UK

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**Explosion Protection Systems**

Course conducted by EPIT, UK

Jewel and Esk Valley College Edinburgh, UK

**Hazardous Areas**

KPO Training Center

Aksai, Kazakhstan.

**Cryopreservation Training**

Conducted by AECOM scientists

Kazakh Scientific Center of Quarantine and Zoonotic Diseases (KSCQZD)

Almaty, Kazakhstan.

**African Swine Fever Workshop**

Conducted byAnimal Infectious Disease Initiative, College of Veterinary Medicine, University of Illinois

Chicago, USA.

Conducted by USDA, NRVC Astana, Kazakhstan

**FMD**

Conducted by AECOM and MRI specialists, NRVC Astana, Kazakhstan

**Biosafety and Security**

Conducted by AECOM and MRI specialists, NRVC Astana, Kazakhstan