

# Contacts

## Phone

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## Address

Kazakhstan, Turkestan Region, Kentau

# Education

- 2009-2014 Kazakh-Turkish high school, Kentau
- 2014-2015 Eurasian Humanitarian Institute, Astana city – Translation studies
- 2015-2018 International Kazakh-Turkish University, Turkestan – Two foreign Languages: English-Turkish

# Skills and abilities

- Proficient with MS Excel, MS Word MS Access, MS Ppt, MS Outlook, Adobe Photoshop, AutoCAD, SketchUp
- Disciplined, pragmatic, objective
- International Turkish language certificate

# Languages

- Kazakh ● ● ● ● ●
- Russian ● ● ● ● ●
- Turkish ● ● ● ● ●
- English ● ● ● ● ●

# AIBEK ORMAN

Committed and motivated with exceptional and decision-making skills. Superb organizational support and result-driven approach to drive company goals safely and effectively

## Experience

- **Lingua, Shymkent, June 2023-up to present**

*Freelance translator*

**Functions:** Translating technical bids and docs, business interpreting, translation jobs related to various topics: websites (trading, retail), app development (services), automotive sphere, marketing, medical products, technical items/products, engineering/construction

- **Tengiz, Gate Insaat Taahhut Sanayi ve Ticaret A.S, May 2021-May 2023**

*Translator(admin services)*

**Functions:** Translation sessions, phone dialing, translating technical bids and docs (sales dep). Daily report translations, consecutive translation at the sites of Plant - 3GP/FGP. Auditing and accounting docs. Logistics and Transport dep. Engineering/construction field, automotive field, piping, welding etc

*Accommodation coordinator/Database specialist (admin services)*

**Functions:** Coordinating accommodation camps. Ensure the housing for employees are properly coordinated. Monitoring check in/ out and updating Daily/monthly financial reports. Communicate with reception services to schedule the allocation of accommodation. Ensure with IR personnel the company policies pertaining to housing are strictly implemented. Adhere company policy and procedure. Business trip arrangements/transport services, checking PCR/Vaccine passports. Meal requests. All GATE stuff database/**MS access**

*Crew change specialist (admin services)*

**Functions:** Monitoring rotational schedule of GATE personnel. Registration in the TCO system of arrived, departed employees (Follow up list). Daily report of arrivals and departures of employees. Accomodation request to GATE base

- **Middle school «Sert», January 2021 – May 2021**

*English teacher*

**Functions:** English lessons, scheduling short- and long-term plans, collective games, testing/organizing curriculum, Olympiads/competitions management, annual reports, preparing pupils to UNT

- **«International Kazakh-Turkish University», June 2020 – January 2021**

*Freelance translator*

**Function:** Scientific projects, diploma works, student exchange documents, Smartcat projects

- **Tengiz, CCC (Consolidated Contractors Company), October 2018 – June 2020**

*QC translator (Department QC, Civil project)*

**Functions:** Provision of documents and drawings for Quality Control department. Maintenance of Database register. Test Packs for Hydro test. Preparing NFI documents for casting and observing process. Provision of documents and drawings for Quality Control department. Weekly inspection of bitumen, reinforcements, and concrete of Valve boxes with KPJV inspectors. Maintenance of Database register. Test Packs for Hydro test. Interpreting. Computer coordinating. Conducting interpretation sessions at the meetings

- **JSC Transformer Plant, March 2018 – October 2018**

*Translator/interpreter (admin services)*

**Functions:** Notarial assurance. Translation of technical/non-technical documents/letters, commercial/technical offers. Translating properties of transformers on AutoCAD. Consecutive interpretation. Telephone interpreting. Providing guidance & feedback & creating customer-specific style guides.

- **LLP «New evening school», October 2016 – March 2018**

*English teacher*

**Functions:** Teaching English grammar/vocabulary (collaborative/individual approach). Monitoring/controlling the discipline of given mentor team

