** CURRICULUM VITAE**

**ZHUNDUBAYEVA AIGUL TURGUNBEKOVNA**

**CANDIDATE’S PERSONAL DATA**

**NAME AND SURNAME: Aigul Zhundubayeva**

**BORN: 25th of May 1988**

**MARITAL STATUS   : Single**

**CITIZEN   : Kazakhstan**

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| **HOME ADDRESS:** | **Saryarka str. Apartment 421 Astana, Kazakhstan** |

**LANGUAGES   : Kazakh, Russian, English - fluent**

**German, Turkish - pre-intermediate level**

**DRIVERS LICENCE: Light Vehicle**

**CONTACT INFORMATION: Mobile:  +7 777 110 3043**

**E-mail: aigul@gmail.com**

**POSITION REQUESTED: Translator**

**CANDIDATE’S EDUCATION**

**SPECIALIST IN TRANSLATION**

**\* Completed in 2006 at College named after A.Kunaev, Kazakhstan, graduate with honours**

**BACHELOR DEGREE IN ENGLISH PHILOLOGY**

* **Completed in 2010 at Kostanay State University by A.Baitursynov, Kazakhstan, graduate with honours.**

**MASTER’S DEGREE IN MANAGEMENT**

* **University of International Business, Almaty, Kazakhstan.**

**COMPUTER LITERACY**

* **MICROSOFT OFFICE – Experienced user.**
* **AUTOCAD – professional user.**
* **ABBY translator - Experienced user.**

**CANDIDATE’S SHORT CAREER SUMMARY**

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| **EMPLOYER**  **IT Engineering SA**  **Kazakhmys Projects B.V.**  **“All Translations” agency**  **“BI-Group” JSC**  **Interexchange Center**  **Continental Pools Inc.** | **DURATION**  **21/08/2014 - till present**  **02/09/2012 – 09/08/2014**  **05/12/2012 – till present**  **16/08/2010- 10/08/12**  **04/03/2007-05/04/2010**  **24/05/2007-04/09/2007** | **POSITION**  **Technical Translator**  **Administrative assistant of construction group**  **Freelancer**  **Translator**  **English teacher**  **Lifeguard/Pool operator** |

**CANDIDATE’S EMPLOYMENT HISTORY**

**NAME OF COMPANY: IT Engineering SA**

**EMPLOYED FROM    : 21/08/2014 - till present**

**Location: Astana, Kazakhstan**

**POSITION:  Technical translator**

**DUTIES & RESPONSIBILITIES: Translation of technical specifications, drawings, correspondence, specific meetings and presentations.**

**NAME OF COMPANY: Kazakhmys Projects B.V.**

**EMPLOYED FROM    : 02/09/12 – 09/08/2014**

**Location: Bozshakol Copper Mining and Process Plant Construction Site, Pavlodar oblast,**

**Kazakhstan**

**POSITION:  Administrative assistant of construction group**

**DUTIES & RESPONSIBILITIES: Work with document flow, translation of technical specifications, drawings and correspondence, timesheet reporting. Organization and translation of weekly progress and construction meetings and negotiations, taking minutes.**

**NAME OF COMPANY: “All Translations” translation agency**

**EMPLOYED FROM    : 05/12/12 – till present**

**Location: Astana, Kazakhstan**

**POSITION:  Freelancer**

**DUTIES & RESPONSIBILITIES: Provision of written and verbal translation services in construction, financial and business fields upon request.**

**Brief information on freelance interpreting work experience:**

**10/12/12 – 14/12/12 – IPSAS Workshop for Accounts Committee auditors**

**02/01/13 – 04/01/13 – Negotiations at State Center for Pension Payment**

**15/03/13 – 17/03/13 – Negotiations on Transmission Line Construction, KEGOC**

**24/03/13 – 25/03/13 – Negotiations between Bank of Japan and Kazmunaigaz on bonds issuance**

**26//04/13 – 28/04/13 - Negotiations between Bank of Japan and Kazmunaigaz on bonds issuance**

**28/04/13 – 29/04/13 - Negotiations between Bank of Japan and Kazakhstan Temir Zholy on bonds issuance**

**23/05/13 – 24/04/13 – Economic Forum, Embassy of Indonesia**

**23/06/13 – 23/06/13 – Press Conference on International Education, Nazarbayev University**

**27/06/13 – 29/06/13 – Business meeting between BI-Group and Colas International (France)**

**18/10/13 – 20/10/13 – Negotiations between SES (Global Satellite Service Provider, Luxemburg) and Kazakhstan Garish Sapary (Space agency of the Republic of Kazakhstan)**

**13/03/14 – 13/03/14 – Workshop on Vaisala Radar Equipment for Kazakhstan Air Navigation by Vaisala Engineers (Finland)**

**14/03/14 – Workshop on Vaisala 4th Generation Sounding System for National Hydrometeorological Service of the Republic of Kazakhstan by Vaisala Engineers (Finland)**

**NAME OF COMPANY: “BI-Group” JSC**

**EMPLOYED FROM   : 16/08/2010- 10/08/12**

**Location: Astana, Kazakhstan**

**POSITION:  Personal Assistant/ Document Controller/ Translator**

**DUTIES & RESPONSIBILITIES: Translation of technical specifications, drawings and correspondence, specific meetings and negotiations. Planning, organization of the working day and business trips of the manager. Registration of incoming and outgoing correspondence.**

**NAME OF COMPANY: LTD “Interexchange Center”**

**EMPLOYED FROM   : 04/03/2007-05/04/2010**

**Location: Kostanay, Kazakhstan**

**POSITION: English teacher**

**DUTIES & RESPONSIBILITIES: Work with students going to study and travel abroad, teaching them English, visa documentation arrangement.**

**NAME OF THE COMPANY: Continental Pools Inc.**

**EMPLOYED FROM: 24/05/2007-04/09/2007**

**Location: Richmond VA, USA**

**POSITION HELD: Lifeguard/Pool operator**

**DUTIES & RESPONSIBILITIES: Control of pool safety regulations and operation of pool equipment**

**GENERAL**

* + **I am a very motivated and dedicated employee experienced in a wide area of business, construction and process in my field, always striving to meet deadlines and goals set by my employers.**