

MUMINOVA DILBAR ISMOILOVNA

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Local Consultant/Logistician, Local Senior HR Consultant, Administrative Manager, Translator/Interpreter with 3+ years of experience in assisting international consultants during field trips, booking regional hotels, coordinating meetings both with government officials and local NGOs, collecting data, assistance in report writing, translation of project related documents, interpretation during focus group discussions and presentations in MS Word and MS Excel. In addition, delivered support in recruiting local staff, organized coffee breaks and arranged needed logistical support. Moreover, have experience in Transcreation and Tajik language test developing with Hogarth Worldwide Ltd., and Invedyn organization on remote basis. Furthermore, have 7 years experience in teaching English as the second language at the English Language Department of Tajik Agrarian University named after Sh. Shohtemur.

PROFESSIONAL EXPERIENCE

the Secretariat of the Economic Cooperation Organization (ECO) in Tehran

Translator/Interpreter, July 2018 - Present

- Deliver translation services of for the ECO Secretariat, including, but not limited to all the documents of the Secretariat, diplomatic notes, reports of meetings in various areas, memos, statements, correspondence, contracts, international, bilateral and multilateral agreements, emails, drafts, etc. into two languages (English and Russian);
- Deliver interpretation during Working group meetings when and if necessary;
- Deliver interpreting during RPCs (Regional Planning Council) when and if necessary;
- Assist in translating draft reports, working papers and other necessary reports and their compilation for CPRs, RPC and Summits;
- Translate congratulatory and condolence internal and external notes.

Ministry of Foreign Affairs of the Republic of Tajikistan

Translator/Interpreter, January 2016 - July 2018

- Provided accurate and complete translation of a wide range of documents as well as accurate and faithful summary records of meetings;
- Have thorough knowledge of the translation/editing process and the use of a dedicated document management system;
- Provided translation of all the documents of the ministry, including, but not limited to, international, bilateral and multilateral agreements, diplomatic notes, memos, statements,

- correspondence, contracts, emails, drafts, etc. into three languages (English, Russian and Tajik);
- Showed persistence when faced with difficult problems or challenges;
 - Accompanied foreign Ambassadors during their meetings with Tajik ministers and government officials;
 - Spoke and wrote clearly and effectively; listened to others, correctly interprets messages from others and responds appropriately; asked questions to clarify and exhibited interest in having two-way communication;
 - Translated congratulatory and condolence internal and external notes;
 - Assisted the General Department of MFA RT in registering incoming and outgoing correspondence;
 - Carried out other tasks as assigned by the Head of General Department of MFA.

Winrock International, anticipated \$20m USAID/TACA (Tajikistan Agriculture Competitiveness Activity)

Local Logistics/Local Senior HR Consultant/Translator, January 28, 2018 - February 28, 2018

- Assisted WI Senior HR Consultant and WI Senior Recruiter in advertising local key positions for anticipated USAID TACA (Tajikistan Agriculture Competitiveness Activity) with the budget amounting \$20,000 000 USD;
- Booked conference room for conducting interviews with local key interviewees;
- Arranged coffee break for interviewees;
- Coordinated interviews with local applicants for key positions;
- Prepared the list of interviews with potential applicants and updated it on daily basis;
- Welcomed and registered all interviewees and lead them to the conference room;
- Participated in WI Senior HR Consultant's conducting interviews with interviewees;
- Processed all Requisitions through Applicant Tracking system - Ascentis;
- Prepared Roster of potential candidates and upload them to Google drive;
- Worked on Master Candidate Tracker;
- Prepared and calculated salary sheet for key personnel of proposed project;
- Prepared Assessment sheet and submitted to WI Senior HR Consultant;
- Conducted Reference checks on final candidates;
- Sent Offer emails to final candidates with final annual salary;
- Uploaded CEF, CVs and Reference check forms to Google drive;
- Delivered interpretation services during interviews with applicants.

Winrock International, anticipated \$20m USAID/TACA (Tajikistan Agriculture Competitiveness Activity)

Local Logistics Capture Consultant/Interpreter, December 12, 2017 - January 25, 2018

- Helped identify key stakeholders for the capture team to meet (e.g. producers /processors/Ministry /Oblast officials). Developed schedule/trip agenda and take lead in setting up and confirming appointments, and arranging transportation for meetings and field trips;
- Supported technical consultant to identify and procure existing reports and studies, literature and data on the key issues impacting the Agricultural (horticulture and Livestock-dairy)) value chain including value chain assessments and other relevant resource material, particularly market and export data information of select commodities;
- Identified the process for country registration of WI, the criteria to be met, detail step by step process and contacts and fees attached to process of registration;
- Translated documents as deemed appropriate by the proposal manager such as job descriptions, advertisements and other key documents;
- Identified salary scales for local positions for the proposal and develop a short list of consultants/candidates based on job categories;
- Identified potential office space for conducting meetings with local specialists;
- Supported recruitment of local positions and consultants, draft or translate job descriptions, post positions, set up interview process;
- Worked with local partners to get materials from them such as teaming agreements, letters of collaboration, budgets and CVs.

Social Impact, USAID TB Control Program Mid-term Evaluation Programme

Local Logistician, Data Collection/Survey Assistant, May 25, 2017 - July 4, 2017

- Prepared advanced for driver, petrol and logistical expenses;
- Hired a minivan and a driver for ET members travel in Tajikistan;
- Purchased local SIM-cards and Internet modems for ET members;
- Met the Evaluation Team at the airport;
- Updated schedule of ET meetings with implementing partners, stakeholders, government officials of the Tajik authorities, NGOs, national and international donor organizations (USAID, UNDP, WHO, Project HOPE) on daily basis;
- Provided logistical support to ET members during their travel inside Dushanbe, travel to RRS (Regions of Republican Subordination), Sughd, Kulob and Rasht provinces;
- Booked hotels for ET members in Sughd, Kulob and Rasht provinces;
- Assisted in printing of project related materials;
- Other tasks assigned by Team Leader.

Social Impact, Evaluation of USAID/Tajikistan Land Reform and Farm Restructuring Project

Local Logistician/Interpreter, Data Collection/Survey Assistant, October 17, 2016 - November 22, 2016

- Delivered logistical services to Evaluation Team, including, but not limited to, meeting at the airport, purchasing local SIM-cards and Internet modems for ET members;
- Prepared calculation of advanced for driver, petrol and logistical expenses;
- Hired a minivan and a driver for ET members travel to Khatlon districts;
- Scheduled meetings of ET with implementing partners, national and international donor organizations, farmers, Tashabbuskors, stakeholders, government officials in Dushanbe and Khatlon provinces on daily basis;
- Provided catering services during ET members interviews and FGDs with farmers, Tashabbuskors and stakeholders, registered participants and distributed per diem to them;
- Provided interpretation services to ET members during their meetings with implementing partners, national and international donor organizations, government officials in Dushanbe and Khatlon provinces into three languages (English, Russian and Tajik);
- Provided logistical support to ET members during their travel to the districts of Qurghonteppa province;
- Booked hotels for ET members in Qurghonteppa;
- Booked venues for conducting FDGs and Interviews with farmers in Qurghonteppa, Shaartuz, Qabodiyon and Yovon;
- Assisted in printing of project related materials;
- Other tasks assigned by Team Leader.

**Social Impact, Cost of Diet assessment in Khatlon region on behalf of USAID/
Feed the Future in Tajikistan**

Local Logistician/Interpreter, September 16, 2016 - October 15, 2016

- Purchased local SIM-cards and Internet modems for ET Leader;
- Hired a driver for ET members travel to 12 pilot Khatlon districts;
- Collected data and conducted survey with local market traders in ZoI;
- Provided interpretation services during Team Leader's interviews with local market traders;
- Provided interpretation services to Team Leader during in-house meetings with local people and farmers of Qurghonteppa districts;
- Maintained a register of participants and distributed per diem to them;
- Booked hotel for ET members in Qurghonteppa.

USAID/FAST (Farmer Advisory Services in Tajikistan), Dushanbe, Tajikistan

Tajik, Russian and English Translator/Interpreter, December 23, 2013- September 30, 2015

- Acted as Interpreter/Translator (English/Russian & Tajik);
- Provided translating/interpreting services during field trips;

- Translated letters, incoming and outgoing correspondence, books, brochures, leaflets, presentations, monthly, quarterly, annual reports and other office documents (from Russian and Tajik to English, and vice versa);
- Provided interpretation services during meetings and presentation, conducted by international and local agricultural consultants;
- Other tasks, as assigned by COP or DCOP;

Tajik Agrarian University named after Sh. Shohtemur, Dushanbe, Tajikistan

English Teacher, October 15, 2007- February 02, 2014

- Developed, planned, prepared and delivered lessons in accordance with university's curricular;
- Participated in development and evaluation of training and teaching materials for university's curricular;
- Assisted the first and second-year students in improving their listening, speaking, reading and writing skills via individual and group sessions;
- Prepared articles and annotations for articles for university's quarterly magazine "Kishovarz";
- Prepared tests, questionnaires and topics according to students' specialization;
- Participate in internal and external professional training/conferences;
- Checked and assessed students' work;
- Attended seminars and social events;
- Assisted and reported to the Head of the English Language Department on the results achieved.

EDUCATION

- **Faculty of Finance and Accounting, Tajik Agrarian University** named after Sh. Shohtemur, Dushanbe, Tajikistan, **Contact address:** 146 Rudaki Avenue, **Tel/Fax:** (992 37) 224-72-07, **Website:** www.tajagroun.tj/en
- **Faculty of Foreign Languages, with specialty of Teaching English and German as Second/Foreign Language, Tajik State Pedagogical University** named after K. Juraev, Dushanbe, Tajikistan, **Contacting address:** 121 Rudaki Avenue, **Tel:** (992 37) 224-13-83, 224-89-93; **Fax:** (992 37) 224-13-83, **Website:** www.tgpu.tj
- **Public Institute of Professional accounting and auditors of the Republic of Tajikistan**, 1C-Accounting IFSR;
- **University of Central Asia, School of Professional and Continuing Education, Certificate of German level #1.**

ADDITIONAL SKILLS

Computer:

- Expert in MS Word, MS Excel and MS Power Point;
- Bilingual in English and Russian;
- Internet, Outlook, email.

Driving License:

- Category B

Social skills and competences:

- Strong numerical and analytical skills, Team spirit, Proficient in project management, Adaptability, Good ability to adapt to multicultural environment, Calm under pressure. Effective problem-solving skills, Honesty, Excellent Communication, Administration, HR Management, Logistician and operations skills, Continually seek improvement, gained through my experience as Translator/Interpreter/Logistician for international organizations.

Place: Dushanbe, Tajikistan

Date: 04. 01. 2021

Signature:

D. U. Meiroz