PERSONALINFORMATION Isa A. Ahadov

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AOL Instant Messenger (AIM) isaahadov

Sex Male | Date of birth 24 February1975

Language Pairs English-Azerbaijani, Azerbaijani-English, Russian-English, Russian-Azerbaijani, English-Russian

Fields Arts, Tourism, Technical, Oil&Gas, Economic, Finance, Banking, Policy, etc.

STRENGTHS 

\* MA Degree in Public Policy from the CEU, Budapest, Hungary, a University, in which the language of instruction is English, is proof of my ability to understand policy issues, and use English with fluency and sophistication at a level approaching that of a native speaker.

\* Over 13 years of translation/interpretation experience that covers various specialties: Arts, Tourism, Technical (oil and gas, water and sewage, technical specifications, bidding, procurement etc.), Economy, Finance, Banking, Environment, community development etc.

\* Excellent writing abilities in both English and Azerbaijani, as much for technical and formal texts as for creative and informal texts.

\* Highly fluent in both languages to deliver English translations written in a fluent and natural style, and at the same time I scarcely have difficulties understanding complex texts in English.

\* Ability to mainstream different document requirements, recreating text in images and tables, editing, proofreading and saving the document in the file format of preference.

\* Skilled in easily building rapport with people from diverse cultures.

\* Able to motivate team members with energy, enthusiasm, and humour to meet objectives and deadlines.

\* Able to resolve difficulties by assessing needs quickly and improve performance by enhancing learning.

\* Ability to maintain high level of quality of work to meet deadlines;

\* Excellent research and writing skills.

WORKEXPERIENCE 

January 2013–Present Freelance Translator

**Practical Solutions Group LLC, Baku, Azerbaijan**

* Interpret in workshops, seminars and conferences.
* Translate power supply and power generation reports, BP-SOCAR Waste Management Reports, construction contracts in oil and gas production, gas supply agreements, technical specifications, by-laws, land issues for the Waste Management Center, SOCAR’s Reports, STAR Refinery Project, etc.

April 2015–December 2015 Translation and Protocol Specialist

**Nobel Oil Ltd, Baku, Azerbaijan**

* Preparing written translations of technical and instruction materials, correspondence and forms from English to Azerbaijani/Russian and/or from Azerbaijani/Russian to English;
* Provide translation and proofreading for official correspondence and documents including, reports, minutes, proposals, presentation slides, study/training documents and materials;
* Consecutive interpretation at training sessions, workshops, conferences, site visits;
* Provide interpretation support at meetings with the government officials and subcontractors;
* Provide interpretation support during teleconference calls with the Customer and pertinent Contractors;
* Reviewing translated material for accuracy of meaning, grammar and syntax;
* Checking original text or conferring with authors to ensure that translations retain the content, meaning, and feeling of the original material;
* Checking translation of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation;
* Referring to reference materials such as dictionaries, lexicons, encyclopaedias and computerized terminology banks as needed to ensure translation accuracy;
* Additional assignments as requested by the management or his/her designate.

February 2006–August 2008 Chief Translator/Interpreter

**State Oil Company of Azerbaijan Republic (SOCAR) - “Gobustanneft” Ltd., Baku, Azerbaijan**

* Translate agreements, tender procedures, production reports, and other technical documents;
* Write official letters to the Operator and other Affiliates;
* Interpret in meetings, seminars, and other events;
* Conduct correspondences with foreign partners.

March2012–April 2015 Chief Translator/Interpreter

**Tokyo Engineering Consultants Co., LTD (TEC), Baku, Azerbaijan**

“Designing Water and Sewage Systems in Provincial Cities of Azerbaijan Republic”

* Translate technical documents on power supply of water supply and sewage systems and waste water treatment plants, technical specifications, official letters, monthly reports, ToRs, manuals, Prequalification Documents, etc.;
* Interpret in regular discussions with “Azersu” OJSC and other agencies;
* Accompany Japanese workers and missions from Japan to Project areas;
* Perform other tasks as assigned.

January 2016–March 2016 Translator/Interpreter

 **Louis Berger, Baku, Azerbaijan**

*Azerbaijan Roads Reconstruction and Upgrading Project.*

*Azeri Roads Institutional Strengthening*

* Translate written documents;
* Interpret in meetings;
* Perform other tasks as assigned.

May 2015–Ongoing Freelance Translator

**“Azerbarpa” Scientific-Research Institute, Baku, Azerbaijan**

* Translate written translations from English to Azerbaijani/Russian and/or from Azerbaijani/Russian to English;
* Provide editing services.

 November2013–Present Freelance Translator

**World Bank Group, Baku, Azerbaijan**

* Translate written documents;
* Interpret in workshops, seminars and conferences;
* Edit and proofread documents.

March2010–February 2011Freelance Translator/Interpreter

**British Council, EU Twinning Project “Vocational Education and Training Reform Strategy and Pilot Implementation in Azerbaijan”, Baku, Azerbaijan**

* Interpret in workshops, seminars and conferences;
* Translate from English into Azerbaijani and vice versa;
* Raise the quality of English and Azerbaijani in documents.

September2009–PresentFreelance Translator/Interpreter

**“Konsis” Translation and Interpretation Center, Baku, Azerbaijan**

* Carry out translation of economic, financial, technical etc. documents from English into Azerbaijani and/or vice versa and from Russian into English and Azerbaijani;
* Interpret in workshops, seminars and conferences;
* Edit and proofread documents both in English and Azerbaijani.

August 2003–January 2006 Chief Translator/Interpreter

 **ANS Media and Broadcasting Corporation, Baku, Azerbaijan**

* Translate English news into Azerbaijani;
* Conduct interviews of foreign guests and political figures visiting Azerbaijan;
* Translate documents from English into Azerbaijani and from Azerbaijani into English;
* Translate Azeri news into English for the Company’s Website;
* Assist to prepare daily news block (“Kheberchi”);
* Act as liaison between the Corporation and Voice of America in preparing the Newsflash Special for the ANS TV;
* Interpret live talk shows from English into Azerbaijani.

OTHER JOBS 

October2010–October2011 Value Chain Officer

**Oxfam GB’s Azerbaijan Program, Barda, Azerbaijan**

* By working with the identified partners, and with the support and supervision of the Programme Manager, to facilitate the capacity building of lead farmers and producer groups in the assigned value chain;
* Under the supervision of the Programme Manager and with the advice from relevant colleagues and Experts, to work with the relevant market players (partners) and lead farmers/producers’ group in developing the feasible business models of planned intervention;
* Under the supervision of the Programme Manager and with the support from relevant colleagues and Advisers, to facilitate the increase in awareness of lead farmers/Producer Organizations, market players (partners) and other stakeholders (e.g., Municipality) about the dimensions of gender, governance and Disaster Risk Reduction (DRR) in the value chain;
* Under the supervision of the Programme Manager and by working with the project team, to ensure regular operational planning and proper documentation of the intervention/activities;
* Under the supervision of the Programme Manager and with the support of the Monitoring, Evaluation and Learning (MEL) Officer, to ensure regular monitoring and reporting of results/impact of the intervention based on the Output Monitoring Concept of the Swiss Cooperation Office in the South Caucasus;
* By working with the Media Officer, to collect stories from the field/partners that highlight the benefits of the intervention, possible hindrances and lessons to learn;
* Under the supervision of the Programme Manager and with guidance of Finance Manager, to make sure that planned interventions and activities are being met according to the terms of the grant contract, and the standard rules and guidelines of both donor and Oxfam.

EDUCATIONANDTRAINING 

2008–2009 Master of Arts in Public Policy

Central European University, Budapest, Hungary

2004–2006 Master of Arts in EFL Teaching

Azerbaijan University of Languages, Baku, Azerbaijan

2000–2004 Bachelor of Arts in EFL Teaching

Azerbaijan University of Languages, Baku, Azerbaijan

PERSONALSKILLS

Mother tongue(s) Azerbaijani

Other language(s) UNDERSTANDING SPEAKING WRITING

Listening Reading Spokeninteraction Spokenproduction

English C2 C2 C2 C2 C2

Russian C2 C2 C2 C2 C2

Levels:A1/A2:Basicuser-B1/B2:Independentuser-C1/C2:Proficientuser

[CommonEuropeanFrameworkofReferenceforLanguages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)

Communication skills -**teamwork skills**: have worked in various types of teams from research team to implementation team. I’m a reliable team member who gets work done and meet commitments. Showing continuous consistency, I have delivered deliver good performance all the time. Winning as a team is one of the great motivators of my performance.

-**intercultural skills**: With my cross cultural sensitivity, I can read into situations, contexts and behaviours that are culturally rooted and able to react to them appropriately.

Organisational/managerial skills -I manage my duties through planning wisely, optimization of time, detail orientation and prioritization.

Computer skills Competent with most Microsoft Office programmes, including a first-class command of Microsoft Word, Excel, PowerPoint and Outlook and some experience with HTML.

Hobbies Visiting museums and galleries. Enjoy all sports particularly football, volleyball and cycling. Love to travel and experience different cultures.

Driving licence B