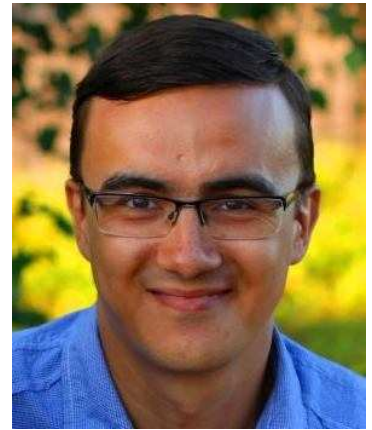


CV

Name: Shamil Khayrutdinov
Date of birth: March 11, 1980.
Marital status: married, 2 children
Driver's license: class B (since 1998)

Home address: Russia, Kazan,
Adoratskogo str., 34-V, 67
Cell phone: +7-903-344-72-97
E-mail: shamil153@mail.ru



I SEEK

- Lasting business relationships for the mutual benefit of my employer and me.
- Personal and customer satisfaction.
- Both interesting and hard work.

I OFFER

- Working knowledge of English, specific areas: engineering (especially but not exclusively civil engineering), economics, business, law.
- Experience in the architectural and engineering industry.
- Familiarity with building codes, design specifications and construction administration.
- Operational knowledge of drafting using AutoCAD.
- Communication, time management, problem solving and writing skills.
- Fast break-in into new areas.
- Open-mindedness and ability to work with complex projects and environments.
- Experience with scientific and engineering research; writing papers, reports and theses.
- Intercultural awareness and sensitivity.
- Reliability, confidentiality, integrity and professionalism.

LANGUAGES

- **Russian** – native speaker
- **English** – fluent, professional level
- **Turkish** – professional level

COMPUTER SKILLS

- Skilled computer user, capable of learning new programs.
- Studied Basic and C++ both in school and university, participated in the city competition of programmers.
- Software: WordFast, MS Office Suite, AutoCAD, ABBYY Lingvo, Fine-Reader, etc.
- Peripherals: Printer/Fax/Scanner/Copier.
- Fast typesetting.

EMPLOYMENTS / AREAS OF EXPERIENCE

2002 – 2010 – Structural engineering for FairStroyProyekt.

Since 2004 – Translator/interpreter for the Translators and Interpreters Guild of the Chamber of Commerce and Industry, Republic of Tatarstan (part-time).

August 2011 – present day: Translator/interpreter for Arabtec Construction LLC (full time).

EDUCATION / CREDENTIALS

1997-2002 – Kazan State University of Architecture and Civil Engineering, graduated *cum laude* (diploma in civil engineering).

2002-2006 – Kazan State University of Architecture and Civil Engineering, post-graduate course.

2007 – Mariannelunds folkhögskola, Sweden, courses in translation/interpretation, English.

Certificate of translator/interpreter in the English language issued by the Translators and Interpreters Guild.

WORK EXPERIENCE

1. 2002-2010: Structural engineer for FairStroyProyekt

- Survey of buildings and structures.
- Writing engineering reports about condition of buildings and structures (description of a building, survey data, list of deficiencies, estimation of the scope of works, operating budget, degree of physical depreciation of a building, etc.)
- Making building reconstruction and new construction project drawings and specifications.
- Structural calculations and design of steel, brickwork and reinforced concrete and composite steel-concrete structures of residential and community buildings (for both new construction and reconstruction projects).
- Architectural design and 2D drafting in AutoCAD.

2. 2004 – present day: Part-time translator and interpreter for the Translators and Interpreters Guild of the Chamber of Commerce and Industry, Republic of Tatarstan

Translated many books, documents, articles, papers and cases for learning, in the following areas of specialization: general, engineering/science, oil and gas, computer/web, business/economics/marketing, law.

3. August 2011 – present day: Translator/interpreter for Arabtec Construction LLC.

Translation and interpretation of all documentation, meetings, negotiations, etc. Review, analysis, commenting and participation in coordination on the project (architecture, structures, MEP, foundations, planning).

ADDITIONAL INFORMATION

Personal qualities: responsible, purposeful, industrious, accurate, patient, stress tolerant, ready to learn new things, balanced, conflict-free.

Motivation to work: interesting, challenging and creative assignments, self-realization, initiative.

Hobbies and interests: foreign languages, reading, traveling, having fun with my family.

References: available upon request.