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Bekkaliyeva Zhanar Kadyrgaliyevna

Date of Birth 30/06/1984

Nationality Kazakh

Citizenship Republic of Kazakhstan

Marital Status single

Languages Kazakh – native, Russian - fluent
English – good
Italian, German - spoken

Education Higher
West Kazakhstan Institute of languages and management “Eurasia”.
International Department
(Specialization interpreter/translator), Uralsk, Kazakhstan (2001-2006)
Specialty: Translator/Interpreter

West Kazakhstan Technical University
Financial Department (part-time education)
Uralsk, Kazakhstan (2007 – up to present)
Specialty: Economist

Computer Skills PC user. Microsoft Word, Excel

Experience June 2007 – to present time
General Electric International Inc. (GEII)
Production & Maintenance Department, Karachaganak Field, Unit 2
Position: Technical Translator

- Translating/ HSE docs, e-mail correspondences, reports, minutes of meetings;
- Interpreting HSE inductions, training courses such as: Electrical Safety, Labour Protection & Safety on hazardous areas, Sanitary hygiene, Gas hazardous works using gas masks and SCBA in QHSE Service
- Transport coordination (Unit 2 - KPC - Unit 3 – Aksai);
- Inserting & updating data of instruments' values in Maximo System;
- Preparing daily routine reports on technical maintenance, personnel lists

16.01.2007 – 15. 06.2007

JCS “Aksaiautotrans”,

Auto service “Diamond”

Position: Assistant-translator

- Schedule vehicles into the workshop for corrective and scheduled preventive maintenance;
- Raise Maximo work orders, including all the relevant information from the vehicle and driver;
- Liaison with user departments regarding progress and completion of repair;
- Day to day administration duties, to include car wash report and fuel issue data received from contractor. Produce weekly reports.
- Make out internal workshop requisitions for sub contracted work (various jobs, machine shop, windscreen repairs etc).

01.11.2006 – 15.01 2007

Burlin Sanitary-Epidemiologic Center, Aksai

Position – assistant to Expertise Department Director

- Daily office routine– reports, letters
- Translating correspondences, orders from Russian into English, from Kazakh into Russian

13.10.06 – 13.11.06 - practice

Karachaganak Petroleum Operating b.v. (KPO)

Transport Department (KPC)

Position: Assistant to Transport Coordinator

- Translating incoming e-mail letters
- Incoming calls, preparing lists of vehicles & reports and etc)

13.09.04-12.10.04 - practice

Public Relations & Communications Dpt.

Position: Personal Assistant to PR Manager

- Translating, registering & sending incoming/outgoing correspondences;
- Receiving & delivering stationery;
- Preparing requests for business trips for personnel to Transport Department and etc.)

Personal abilities

Punctual, purposeful, responsible, team player, sociable.

Additional info

H2S certificate (training course)
Driving licence – category “B”