

# RESUME

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## Kamila Mendygaliyeva

**TRANSFERABLE SKILLS:**

- GOOD COMMUNICATOR
- DETERMINED TO SUCCEED
- SELF MOTIVATED
- ATTENTIVE TO DETAIL
- ACCURATE; HIGH QUALITY WORK
- ASSIMILATE INFORMATION WELL
- LEARN NEW THINGS QUICKLY
- NOT AFRAID TO ASK WHEN UNCERTAIN

### Education:

2004-2006 Academy of Labour and Social Relations, Uralsk /“Economics”  
 (“International Economics”) external  
Honours Degree

**Academic Degree:** “Bachelor of Economics”

1999 – 2003 **West Kazakhstan State University after M. Utemisov**  
Honours Degree

**Department:** German Languages Department, Philological

**Specialty:** Teacher of English and German Languages

**Languages:** Kazakh – native, Russian, English, German – fluent, Italian-  
Advance Level Group

**Italian Language Course** **Language School, Scuola d’Italiano** Czech Camp, KPO B.V.  
2004-present

**Computer Skills:**  
**Certificates** 2004 Excel Advanced Course / “Alsi” Microsoft Certified Centre,  
  
2002 PC operator Office work (Windows, Word, Excel, Access,  
Internet Explorer) / Computer Center of New Technologies  
“Astra”

### Work Experience:

May 01, 2007 – present **KPO b.v. Finance Directorate, Office of Finance Director**  
**Personal Assistant / Interpreter I**

February 2004- April 2007 **KPO b.v. Finance Department/Accounting**  
**Assistant/Interpreter**

Provision of Translation for Accounting staff Local Vendors and Employees. Translation of financial documents: Invoices, Procedures. Business correspondence with Suppliers; dealing with problem invoices, liaison with Customers (Local and Foreign), Statement preparation. Work in Sun System, Maximo Software. Preparation of Financial Report – Cash Call. Assistance during Company Audit (KPMG). Interpretation/ Translations within Finance Department at the Meetings, Casual meetings.

September 2003–2004

**KPO b.v., Social Projects, Uralsk/Aksai, WKO, Kazakhstan**  
Interpreter / Technical Translator / Secretary

**Job description:**

Support activities to site and office personnel, carrying out interpretation either in the field or office, or on the telephone  
Interpreting on the Weekly Meetings with the Contractors  
Translation of letters, memorandums, technical documentation, assisting with the preparation of meeting notes, agendas, minutes of meetings, etc.  
Performing regular site visits to get familiarized with the latest status of constructions.

July - August 2003

**Construction firm “Batys – Alibek” Ltd.**

Secretary / Translator

Carrying out translation & interpretation in the office

Sept. / March 2003

**Secondary school No. 21, Uralsk**

Practice / Teacher of English

Teaching the 6<sup>th</sup>, 9<sup>th</sup> forms. School with English

Language bias

**Additional info:**

**Certificates:**

- **Winner for Logo in English Language for Environmental Day, KPO B.V.  
! Keep an eye on what you do from the environmental point of view! 12 June 2008**
- **Certificate on knowledge of Energy Efficiency, Very Rational Usage of Energy Resources for Environment Preservation. February 2008. Trofeo Neve Eni Competitions.**

21. Intensive English Course for Advanced Level	Near future	<i>October 2008</i>
20. Access Basic	Near future	<i>November 2008</i>
19. Negotiation Skills	Near future	<i>October 2008</i>
18. Management Accounting. Cost Analysis.	Near future	<i>October 2008</i>
17. Interpersonal Skills, Certificate, Ambition.		18-20 Aug-08
16. Effectively Report Writing, Certificate. Ambition.		14-16 Aug-08
15. Business Writing Course. Upper-Intermediate (A-Grade Certificate).		14-18 July 2008
14. Crisis Management Certificate, Register Larkin” 12-May 2008		International Reputation Risk Management)
13. Oil and Gas Overview Certificate, CAPC-Almaty		17-19 Dec-07
12. Effective Presentation Skills Certificate, CAPC-Almaty		26-28 Nov-07
11. Personal Effectiveness, CAPC-Almaty		15-17 Nov-07
10. Problem Solving & Decision Making Certificate, CAPC-Almaty		8-10 Nov-07
9. Business Writing Course. Pre-Intermediate (A Grade, Certificate)		17-21 Sep-07
8. Time Management Certificate, CAPC Almaty		14-15 Sep-07
7. Italian Language & Culture Course in Italy (Scuola Virgilia, Sicily-Trapani) Certificate of Attendance 2 weeks 1-13 July 2007		1-13 Jul-07
6. Kazakh Language course		June 2007 - present
5. Full First Aid training course TRC, Aksai		2005
4. ECC Operators Training (Public And Relative Information Services “PARIS”). Member.		2005
3. Crisis Communications & Media Skills Certificate, “The “H2” Company		2005
2. Excel Advanced Course Certificate, “ALSI”		2004
1. PC Operator, Office work Certificate, Computer Centre “Astra”, Uralsk		2002

<b>Planned Training:</b>	General Courses for 2009
<b>Business Skills</b>	Meeting Management
	Finance for non Finance
	Cross-cultural communication (in English)
	Managing Conflict
	Business communication
<b>Language Training</b>	English Intensive -in-house
	English Immersion -in-house
	English for Specific purposes - in-house
<b>IT&amp;T</b>	MS Excel Basic
	MS Excel Advanced
	MS Access Basic
	MS Access Advanced
<b>Professional Development</b>	Specific Courses for 2009
	Advanced Business Writing
	International Oil and Gas Accounting

**Personal:**

- SAP Training
- CIMA
- International Oil & Gas Accounting (Italy based 2009)
- International Economics & Finance Management (Study Abroad / Internship)
- MBA, MASTER MEDEA, ENI

**Participation:**

5-7 September 2008	<p><b>Participation in BG Energy Challenge – Kazakhstan 2008.</b>  <b>Borovoe, Astana, Kokshetau.</b>  <b>Karachaganak Team KPO took 1<sup>st</sup> place out of 36.</b></p>
	<p><b>KPO Team Building Activity:</b></p>
January 22 2008-present	<p><b>Director of Italian School – Scuola d’Italiano Aksai, KPO B.V.</b>  Czech Camp, Aksai KPO B.V. Language School Italian Section  <a href="mailto:Scuoladitaliano@kpo.kz">Scuoladitaliano@kpo.kz</a></p> <p><b>Co-coordinator of Language School, Aksai, KPO B.V.</b>  <b>Russian Language Section</b>  <a href="mailto:RuLanSch@kpo.kz">RuLanSch@kpo.kz</a></p> <p><b>Collaboration with “AksaiCultura” Association. Member.</b>  <a href="http://www.aksaicultura.net">www.aksaicultura.net</a></p>
June-December 2007	<p><b>Coordinator together with Director of Scuola d’Italiano</b></p>
March 2007-present	<p><b>Trofeo Neve Communication Manager</b>  <a href="mailto:Aksskclub@kpo.kz">Aksskclub@kpo.kz</a>  <b>+ Participation in Trofeo Neve Eni 2008, 3 Classificata. Cup.</b>  <b>Skiing Competition. Downhill skiing training – Alpe Cermis,</b>  <b>2000m. Cavalese 09-16 February 2008</b></p>
November 2007	<p><b>Member – Coordinator of Aksai Ski Club, KPO B.V.</b></p>
August 2006 – present	<p><b>Teacher of Russian Language for Foreign Colleagues</b>  Beginners’, Medium and Advanced Levels  Czech Camp, Aksai KPO B.V. Language School Russian Section</p>

## **Member of (PARIS) Group**

June 2005 - present

Public & Relative Information Service  
Emergency Communications Center (HR &PR)  
Volunteers` Pool  
Room 7215 Block 7, Czech Camp  
Crisis Media Course Certificate

**Hobbies:**

Languages, reading, music, sport, travelling, drawing

**Personal information:**

Executive... responsible, punctual, well-organized...

**Date of birth:**

02.03.1982

**Nationality:**

Kazakh

**Citizenship:**

Kazakhstan

**Address:**

WKO, Terektinsky region, Podstyopnoye village,  
8 Chapayev St.

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**Best regards,**

**Kamila Mendygaliyeva**