PERVANE KERIMOVA

*SAP Certified Procurement Professional In MM at AZFEN J.V.*

pkerimova@yahoo.com +994502577560 Baku; Azerbaijan

EXECUTIVE SUMMARY

Highly self-motivated procurement professional with over 19 years experience in procurement and Supply Chain Management (SCM) within the oil and gas industry. Recognized for team-oriented and natural leadership qualities, strong interpersonal communication skills, the ability to effectively interface with all levels of coworkers and customers.

PERSONAL PAGES

PROZ - https://www.proz.com/translator/3259480

WORK EXPERIENCE

FREELANCE TRANSLATOR JAN 2022- Present MARS TRANSLATION SERVICES

Translation of contracts & reports, certificates, legal documents

**Professional Translator Badge: https://www.marstranslation.com/translator-badge/bjFJMkllTT0" width="130px**

LANGUAGES Azerbaijani- Native

English - Fluent

Turkish- Fluent

SUBTITLE TRANSLATOR MOSHI MEDIA

SUBTITLE TRANSLATOR ZOO DIGITAL

OCT 2022 - Present

DEC 2021 - Present

Russian- Fluent

SKILLS Technical Skills

Communication Skills: verbal & written

COMPUTER SKILLS

Windows 2000, 10 operating systems, Office 365, MS-Word, MS-Excel, Outlook, Teams, Power Point, Internet, Camtasia Studio

CAT TOOLS

SmartCAT, MemoQ, MateCat, Memsource, XTM Cloud, SDL Trados, Subtitle Edit

CERTIFICATION

SAP ERP MM MODULE

The Information Technologies and Communications Department -SOCAR

ISO 9001/2000 Quality Inspector Degree Tekfen A.S.

AUTOCAD Octagon MSS

FREELANCE TRANSLATOR SEP 2021 - Present NOVA TRANSLATION

Aselsan military products, Akkuyu NPP, Rosatom's projects

FREELANCE TRANSLATOR AUG 2021- Present PROTRANSLATE

Translation of thesis / reports / articles, general, business & marketing, literary, legal documents

PROCUREMENT ENGINEER DEC 2002 - Present AZFEN J.V.

Reporting to the Procurement Manager who reports to the Business Services Manager. Liaise with Finance Department, Cost Office, Technical Office, site team. Responsible for all material & equipment needs for assigned construction projects. This includes managing purchasing, controlling inventory, and maintaining, scheduling and renting of construction vehicles, machinery & equipment. Specific duties include:

• Equipped with the knowledge of MM module in SAP ERP

• Examine and process material requisitions; prepare bid specifications and other necessary documents related to the purchase of supplies, materials and equipment; and places orders with appropriate bidder(s).

• Compare costs and evaluate the quality and suitability of supplies, materials and equipment. • Preparation and revision of RFQ, Bid tabulations, Vendor approvals, Tender Reports, Purchase orders, Sub-contracts, Contracts.

• Manage whole supply chain process for radioactive sources including getting import/export permissions

• Develop key relationship with suppliers that deliver optimal value; plans for improving procurement efficiency and lowering costs.

• Work with Freight Forwarder, Customs broker agent and domestic land carrier to manage logistics activities.

•Check materials’ tracking results, shipping details, provide import and temporary export documents; submit letters & outgoing transmittals for customs clearance.

• Executing day-to-day procurement activities.

STB-1 Barge Upgrade Works Project (Dec-2002-Jan-2003) Due to my skills, working ability I have been transferred to Azfen J.V. Head Office which controls all projects at the same time. (Jan-2003 - Jan-2005) Since 2002 to present I have been either in one of the projects or in the head office. Right now I am working in Azfen J.V. Head Office.

OVERSEAS PROCUREMENT ENGINEER JAN 2003 - JUN 2005 AMEC-TEKFEN-AZFEN (ATA) CONSORTIUM

1. FFD-C-032 AIOC-CA-CWP (Central Azeri Gas Compressor & Water Injection Platform) Topside Fabrication Project 2. FFD-C-1006 DWG PCWU Topside Project (Deep Water Guneshli Process, Gas Export, Compression, Water Injection & Utilities Platform.

ASSISTANT TERRITORY MANAGER OCT 2001 - DEC 2002 BORUSAN MAKINA SERVIS VE TICARET A.S.

Responsibilities included assisting in the supply and ordering process of Caterpillar brand earth-moving equipments: excavators, loaders, forklifts etc & spare parts. Specific duties included:

• Correspondence between local and international companies, preparing official letters, quotations, documents and reports

• Control condition of stores and spare parts via special stock-checking software program. • Control receipt of new shipment by tracking and so on.

• Achieve targets set by team.

LABORATORY ASSISTANT OCT 2000- OCT 2001 KHAZAR UNIVERSITY

Responsibilities included the carrying out laboratory experiments and student laboratory training courses in Organic Chemistry, Biochemistry and Clinical Biochemistry. Also provided routine care of laboratory procedures., kept records of tests performed and recorded results

PROJECTS INCLUDE IN

1. STB-1 Barge Upgrade Works. Client: SAIPEM

2. FFD-C-032 AIOC-CA-CWP (Central Azeri Gas Compressor & Water Injection Platform) Topside Fabrication. Client: BP/AIOC

3. FFD-C-024 Onshore Terminal Main Construction Works. Client: BP/AIOC

4. C-00-BPCS-22966 Shahdeniz Project Onshore Terminal Main Construction, Tanks and Onshore Pipelines. Client: BP/AIOC

5. . FFD-C-1006 DWG PCWU Topside Project (Deep Water Guneshli Process, Gas Export, Compression, Water Injection & Utilities Platform). Client: BP/AIOC

6. Sangachal Main Facility – Qazimammad KS (1220 mm 48”) Gas Pipeline Client: SOCAR 7. Jacket and Blocks Fabrication Works

Client: SOCAR

8. BP Logistics Base Project Client: PSN

9. Garadagh 8” Oil Pipeline Client: Azersun

10. H-09-BPCS-190355 Provision Of River Crossing Remediation Works Client: BP Exploration (Caspian Sea) Ltd

11. COP-WC Chirag Oil Project –Fabrication Of Topsides And Drilling Facilities & Integration Of Living Quarters Client: BP/AIOC

12. Engineering, Procurement and Construction Services Client: BP

13. Azfen J.V. Fabrication Yard Expansion Project Client: BP

14. Shah Deniz Stage 2 Onshore Terminal Facility Sangachal Terminal Project Client: BP 15. SD2 Sangachal Landfall Construction Works

Client: BP

16. Western Route Export Pipeline: Sectional Replacement Project (WREP- SRP) Client: BP

17. SOCAR HAOR Modernization and Reconstruction Project Client: SOCAR

18. Azeri Central East Project Client: BP

EDUCATION

DEPARTMENT OF SCIENCE EDUCATION B.SC. (BACHELOR OF SCIENCE), CHEMISTRY EDUCATION Middle East Technical University (METU)

10/1994- 06/2000

COURSES

SAP ERP MM MODULE - The Information Technologies and Communications Department -SOCAR

EC TEMPUS PROJECT - The Nottingham Trent University & Khazar University / Academic Quality Assurance Program

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