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| **OLGA ANISHCHENKO (PMP)**Gr, Floor, Anand Niwas , Bldg 27, 19thRoad, Khar West, Mumbai 400052Cell: +919833843007, e-mail: olga.maxout2014@gmail.com  |
| **Education** |
| Jun-2011 | PMP (Project Management Professional) by PMI | India |
| Jan-2010  | CIPM (Certificate in Project Management) by PMA  | India |
| 1999 - 2004 | Master of Linguistics (English and Modern Greek) Tavrida National V.I.Vernadsky University | Simferopol, Ukraine |
| **Summary**I have started my career as a translator/ interpreter during my 1st year of English & Modern Greek Philology Studies in 1999.  Up to 2004 I used to work part time as a translator with a foreign language centre (exposure to a large variety of texts from highly technical to law, medical and poetry) and a marriage agency. In 2005 started working with CNGS Engineering as a translator of technical documentation (oil & gas, engineering, EPC documentation) as a freelancer initially, and same year later I joined the company as a translator/ interpreter. In early 2007 I have turned my career path 180 degrees, and tried myself in project planning and scheduling for EPC Projects in Oil & Gas sector. End 2007 I got an offer from an Indian company Naftogaz India to join them in Noida (New Delhi) as a planning executive. Since then I've grown in this career to senior manager (planning and control for offshore projects).Throughout the entire year of 2010 I used to work with a Ukrainian expert in Offshore and Marine field as his technical assistant, what included a Russian-English translation of various technical documentation (including Autocad drawings) issued by him, as well as interpretation during technical and review meetings, barge inspections. I'm still in India, currently working with Pipavav Defence and Offshore Engineering Co Ltd (also known as a Pipavav Shipyard, as a senior manager (offshore).But now, having sufficiently explored the oil and gas as well as shipping & shipbuilding industries, and having enriched myself with hand on experience in oil & gas & energy sectors, shipbuilding, involving working with such disciplines as civil, mechanical, E&I engineering, I would like to returned to my favorite translation world and apply my knowledge and 6 years of working in the English language environment with hi-profile experts in the field.So, I'm looking forward to resume my career as a technical translator and interpreter, though my sacred dream since long is to translate a fiction book... |
| **Experience** |
| Dec-2011 till present | PIPAVAV DEFENCE AND OFFSHORE ENGINEERING CO. LTD***Senior Manager (Offshore)***   | Mumbai, India |
|  | Developed Progress monitoring and control system for EPC Projects, established weekly and monthly reporting system in the company |
|  | Leading the team of three engineers for preparation and submission of bids for ONGC projects, supervised bidding and marketing activities |
|  | It being a team effort, we got an Sagar Laxmi Modification Project (ONGC) worth USD 70 MM awarded to Pipavav on 29-Dec-12, and currently are an L1 for the Sagar Pragati Conversion Project (ONGC) worth USD 170 MM |
|  | Responsible for preparation of preliminary cashflows and project schedules in tight communication with COO Offshore and third parties |
|  | Prepared planning package for the actual project to be executed |
|  | Prepared project communication procedure, planning procedure, document numbering procedure and price bid submission procedure |
| Dec-09 – Aug-2011 | NAFTOGAZ INDIA Pvt Ltd (Client: **Oil and Natural Gas Corporation Ltd**)***Deputy Manager (Planning & Control)***  | Mumbai, India |
|  | Ownership of the Offshore Operations Schedule (L4) |
|  | Represented the Company in Weekly interface meetings chaired by the Client with all contractors working in the offshore field. Purpose: coordination of offshore activities |
|  | Prepared the Project Budget and Cash flows including what-if scenarios |
|  | Organized and conducted weekly Issue Management Meetings |
| Dec-2009 to May-2011 | NAFTOGAZ INDIA Pvt Ltd (Client: **Oil and Natural Gas Corporation Ltd**)***Technical Assistant cum Translator and Interpreter to the Project Technical Consultant (Russian)*** | Mumbai, India |
|  | Interpretation during the daily, weekly and monthly review meetings |
|  | Translation into English of various technical documentation developed by the Technical Consultant (procedures, drawings, illustrations) |
|  | Interpretation during barges inspection and discussions with the port authorities |
| 2007–2009  | NAFTOGAZ INDIA Pvt Ltd (Client: **Bharat Oman Refineries Ltd**)***Executive (Planning & Control)*** | Noida, India |
|  | Monitored and controlled the Project execution, collected and analyzed data to be incorporated into progress reports |
|  | Issued Weekly and Monthly Progress reports to the Client |
|  | Prepared presentations for the monthly Management Review Meetings  |
|  | Coordinated work front issues with site, engineers and suppliers |
| 2006–2007 | CNGS ENGINEERING LTD (Client: **Dragon Oil plc**)***Project administrator/coordinator*** | Simferopol, Ukraine |
|  | Translated correspondence (English-Russian) |
|  | Coordinated all Project communication between stakeholders  |
|  | Monitored and expedited timely submission of deliverables |
| 2005-2006 | ***FREELANCE Translator/ Interpreter***Clients: CNGS Engineering, Ministry of Health Resorts &Tourism, etc.  | Simferopol, Ukraine |
| 2004 | ***Translator and Interpreter at the Athina International Marriage Agency*** | Simferopol, Ukraine |
| 2002-2003 | ***Translator/Interpreter/ English Language teacher at Znatok English Language School*** | Simferopol, Ukraine |
| 1999 | ***Participating in the project of translation the Scuba Diving Manual***  | Simferopol, Ukraine |
| **Miscellany**  |
| * Fluent with and MS Office Packages: Access, Excel, Power Point, etc and also Primavera P6 and MS Project
* Russian Native, English fluent, basic command of Hindi and Modern Greek
* Hobby – Indian classical dance Kathak, Belly Dance. Performed to around 200 people auditorium
* NLP and personality development studies. Attending global conventions and participating in local events as a facilitator and speaker.
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