



QURBAN İSMAYIL o. RZAYEV

Freelance Translator-editor

Native Language: Azerbaijani

Language Combinations:

English↔Azerbaijani * Russian→Azerbaijani *Russian→English* Turkish→English

PERSONAL INFORMATION

Address: Azerbaijan, Absheron region, Novxani settlement, Shahid Asger Aliyev street, 4/2 Mobile: +994(50 or 70) 3114805 Phone/Fax: +994 (12) 4471727	E-mails and Website: qurbanrzayev@yahoo.com (basic) azerilanguage@yahoo.com adequate_text@mail.ru http://www.proz.com/translator/1151809 Skype name: qurbanrzayev	Date and place of birth and citizenship: February 15, 1960, Azerbaijan Republic, Nakhchivan AR, Sharur region	Personal qualities: Punctual, responsible, flexible
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PROFESSIONAL EXPERIENCE

1. September, 1982 – February, 1993 – Sharur region, Nakhchivan Autonomous Republic of the Republic of Azerbaijan (English teacher);
2. February, 1993, February – 2002, January: Azerbaijan Feature Translations and Literary Correlations Center at Azerbaijan Writers' Union (Translator-editor);
3. 2002, January – 2009, March: Anglo-Amercian, Alliance3a and ATTAS PR companies (Translator)
4. 2009, April – 2009, August: "Shirin" and "Koroghlu" Confectionary Firms (Inspector-analyzer, accompanying Company's delegation in Germany as a translator in business negotiations);
5. 1992, November– up to present time, as a freelance translator concurrently with above-mentioned full-time activities.

SPECIALIST AREAS/SUBJECTS:

Editing, proofreading*Compiling glossaries, dictionaries in any field *All legal documents*Adoption Document* Medical texts*Technical documentations* Instruction Manuals* *Newsletter*Operating Instructions*Passport* *Patent *Personal Letter*Police-Report*Power of Attorney*Pre-nuptial agreement*Presentation *Press Release *Product outline *Questionnaire *Report *Research paper *Safety Documentation *Sales catalog *Sales Letter*School Application*School Transcripts *Script *Software Manual *Statement *Story *Telephone Interpreting *Tenancy Agreement *Textbook *Training Course *Training Manual *Transcript *Video Game Text *Visa Application *Voice recording *Film *Form *Grant *Guide *	*Advertisement*Agreement*Audio Recording*Balance Sheet*Biography*Birth* Projects*Programs*Certificate*Book*Brochure*Business Plan*Calling Guide*Certificate of residence*Company catalog*Company magazine*Company Profile*Contract*Cover Letter*CV/Resume*Death Certificate*Deed*Diploma *Divorce document*Documentary *Driver's license *Email *Interview *Invoice *Lease *Letter *Magazine*Manual *Manuscript *Marriage Certificate *Medical Manual *News Article*Web Application *Website *Wedding License *Identification card*Will and etc.*
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REQUESTED RATE PER TRANSLATION/per word

Price per word 0.07 - 0.15 EU
 Price per 1450 characters with spaces: 15.00-25.00 EUR, taxes included.
 Prices may change in case of a very complex and demanding translation. One page of text is 1450 characters with spaces.
 Daily norm is 6 pages of translated text.
 Prices are 50% higher if a daily norm of 7-8 pages of translated text are demanded by the customer.
 Prices are 100% higher if a daily norm from 8 pages on of translated text is demanded by the customer.
 The day of the receipt and the day of the delivery of the translated text are not included in the deadline for the translation.
 The price list includes only working days (Monday to Friday).

BANK DETAILS

	AZN	EUR
	UNIBANK CB STB Branch Address: Azerbaijan, Baku city, AZ1025, Khatai district, Khocaly avenue 20/22 Beneficiary: Rzayev Qurban İsmayil oğlu <u>Account in AZN:</u> 0000103821AZN75 Corr. account: 0137010015944 S.W.I.F.T. –UBAZAZ22 Code: 507008 Tel.: +994 -012- 498-22-44 Bank's tax code: 1300017201 Taxpayer's code: 3100017002	Name of the bank: "UNIBANK" CB STB Branch PIN code in the bank: 357346 Address of the bank: Azerbaijan Republic, Baku, AZ1025, Khatai district, Khojaly avenue, 20/22 Tel. of the bank: +994 -12 - 4982244; extension: 2067; 2052 Account № of beneficiary: 0000103822EUR75 SWIFT code: UBAZAZ22 Correspondent account: 11819933 Correspondent bank: CitiBank N.A, United Kingdom, London, Swift: CITIGB2L Name of Beneficiary: Mr. Rzayev Qurban İsmayil oğlu Beneficiary's tax code: 3100017002

Working schedule:

All week days from 9:00 till 22:00

MODE AND TERM OF PAYMENT

Via bank transfer or receipt voucher within a week after the invoice date

HIGHER EDUCATION

Azerbaijan State University of Languages: 1977-1982

PUBLICATIONS	New English-Azerbaijani Dictionary (30 000 entries, 600 pages, Baku-2006) Author of ten various books translated from English into Azerbaijani. Co-author of electronic dictionary www.polyglot.az
COMPUTER SKILLS	MICROSOFT OFFICE, INTERNET and some other necessary computer programs.

The information provided on this form is true and correct.

Qurban Ismayil oghlu Rzayev: /Signature/
November 8, 2009