

**Curriculum Vitae**

SERGEY V. KURBATOV

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12.09. 1963 (Orel city, Russia)

:Education 1982 - 1987 Kharkov State University in Ukraine

Nationality Russian

QUALIFICATIONS: Master of Arts, foreign languages.

Linguistic proficiency: a native speaker of Russian, fluent English

***CAREER SUMMARY***

I have the vocational experience about 20 years, as a document controller and an interpreter / translator, ability to use of Microsoft database and managing documentation in both electronic & hard copy, familiar with record management according to International Codes and Standards in Oil & Gas field. I worked abroad at the international projects in India, Saudi Arabia, Syria, Sudan, Republic of Kazakhstan, Libya, Greece, Iraq. I have participated in negotiations with Siemens, ABB, Tectubi and other companies for supplying of equipment and facilities for oil and gas projects. I was employed to work at international projects abroad by JSC “ZANGAS” (Moscow, Russia), PJSC “STROYTRANSGAZ” (Moscow, Russia), “STG Engineering” (Kiev, Ukraine), TECHNOPROMEXPORT (Russia, Moscow).

Awareness of planning, scheduling, QA/QC, reporting (weekly, monthly) etc. and know how to interact, coordinate and connects with all team players.

***WORK EXPERIENCE***

**March 2015 – till now** JSC Project ConsultingUkraine (Kiev) – Production Department as a document controller.

* Engineering Document Control

**December 2012 – February 2015:** India, state Bihar, construction of BARH Super Thermal Power Plant (3x660 MW) – Main Plant Package Part-A (Steam Generators and Auxiliaries), Client: NTPS Ltd., as a document controller, employed by TECHNOPROMEXPORT (Russia, Moscow).

KEY ACCOUNTABILITIES:

* Received incoming documents & drawing using DCC database;
* Ensuring project drawings and documents were issued within agreed timescales;

**April 2010 –May 2012** JSC “STG-Engineering” (Kiev, Ukraine), engineering assessment and bids department as a document controller .

**•** Ensuring timely turnaround of documentation issued internally or received externally;

**April 2008 – December 2009 –** Saudi Arabia, SHBAB -2 pipeline capacity expansion, 30”-38” 217-km pipeline, from Sheiba oil field to the central processing facility in Abqeyk, adding 50 percent to the existing capacity. Construction Management department as a document controller (QAQC), employed by JSC “Stroytransgaz”(Russia)

* Managing issue of documentation via the company transmittal process;
* Quality checking all documentation received from external contractors;
* Collating all company comments for return to external contractors;
* Liaising with document authors to ensure review comments were received in a timely manner;
* Liaising with the Operations Document Control team to request copies of Controlled Drawings;
* Managing documentation in both electronic & hard copy format;

**April 2007- April 2008 -** JSC “STG-Engineering” (Kiev, Ukraine) engineering assessment and bids department.

•Perform cold-eyes review of data changes, where applicable;

•Verify accuracy, completeness, and consistency of master record creation/maintenance requests received;

• Primary responsibility - the process Master Data Change Requests (MDCRs), which included ensuring that the data was not duplicated, reviewing for accuracy and notifying the requester of completed tasks.

**April 2006 – March 2007 –** Syria, 36”Arab Gas pipeline, Construction Management department as a document controller (QCQA)- employed by JSC “Stroytransgaz”(Russia).

• Managing documentation in both electronic & hard copy format Project Wise EDMS

* implementation of discipline specific quality management plan and client interface;
* Reporting to Sr. Project Manager/Project Manager for the timely and satisfactory execution of project construction quality control activities;
* Implement and tracking of the corrective action reports, as well as the Nonconformance Report (NCR) process and ensured that the required activity was carried out on site and got the agreement of client inspector.

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**January 2005 – March 2006** Sudan, Consortium STG International (German) / JSC “Stroytransgaz”(Russia) - 32”oil pipeline, Segment A2 “Melut Basin Oil Development Project”, Construction Management as a document controller in Khartoum office.

Main Duties:

* Accountable to Project Engineering Manager & Document Control Team Lead;
* Engineering Document Control;
* Vendor Document Control;
* Managing documentation in both electronic & hard copy

**June 2004 – December 2004** “Neftegazstroy Leasing” JSC – Kiev, Ukraine, as an engineer of procurement department.

* document filing structure in both hard copy and electronic format;
* Ensuring all projects were coordinated as per document control procedures.

**January 2004 – June 2004**  Republic of Kazakhstan 24” Oil Crude Pipeline Construction Atyrau – Kenkiyak as an Engineer of production department - final preparation of documentation and submission to the Client (KazTransOil), employed by (JSC “Stroytransgaz” (Russia)

* Establishing and maintaining Master Document Registers & Distribution Lists;
* Managing all project documentation within the project filing structure to ensure that users had access to the latest versions
* Checking all documentation received from external contractors;
* Liaising with document authors to ensure review comments were received in a timely manner;
* Liaising with the Operations Document Control team to request copies of Controlled Drawings;

**February 2001–March 2003** Libya, 34" Gas Pipeline Construction Tripoli to El Khoms and construction of two Compressor Stations - located in Wachkah and in Sidra, as a document controller, employed by JSC ZanGas (Russia).

* Establishing and maintaining Master Document Registers & Distribution Lists as required for the project;
* Managing project documentation within the project filing structure to ensure that users had access to the latest versions;
* Managing receipt and distribution of all contractor documentation via the company transmittal process;

**March 1993- June 2000** Greece, Construction of Kulata - Athens Gas Main Pipeline and Branches (JSC ZanGas (Russia), 36"-34" Main gas pipeline (500 km) and the following gas pipeline branches: Keratsini (20"); Lavrio (20"); Inofita (20") as a document controller of production department.

* Accountable to Project Engineering Manager & Document Control Team Lead;
* Engineering Document Control;
* Vendor Document Control;
* Provide document management support for the contract under the supervision of the Lead Document Controller.

**1990 –ноябрь 1991** Iraq, West Qurna oil field, Gas Pipeline Construction Directorate as a document controller of Production Department, employed by (ZarubezhNefteGasStroy (Russia)

• Tracking and Reporting on Project Document Status;

• Recording and Distributing Incoming Supplier & 3rd Party Documentation.

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**Skills and Knowledge:**

•Ability to work under pressure, on multiple tasks in parallel and within deadlines and/or tight timeframes;

•Exceptional attention to details;

•Good Computer Skills: MS Office – Word, Excel, Power Point etc. to maintain documents and records;

•Ability to efficiently and effectively finish multiple high priority tasks within deadlines;

* Team player and able to work on own initiative;
* Good communications skills & approachable - liaise with client, vendors & project team;
* Aware of working within corporate & project specific document control procedures;
* Receiving incoming documents & drawings using DCC database;
* Preparing project documentation for archive;
* Able to work with minimal supervision;
* Ability to use of Microsoft database, and work with Document Management Systems.