***CURRICULUM VITAE***

 Agajafar Hajiyev (Mr.)

**Citizenship:**  Azerbaijan

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**Education:**  Azerbaijan University of Foreign Languages

**Qualification:** English and German Languages

**Languages:**

English – excellent

Azeri – excellent

Russian – excellent

Turkish – excellent

**Skills:**

Strong planning & organizational skills

Strong communication & negotiation skills

Strong technical writing & editing skills

Strong problem solving & time management skills

Proficient in the use of PCs (Windows, MS Office, Outlook, Lotus, Excel, Word, Power Point, Internet Explorer etc.)

Familiar with all types of office equipment (photocopiers, fax machines, printers, scanners)

Familiar with the use of specialized field equipment (Satellite phone, GPS, Mobile Radios)

Ability to build relationships with team members

**Work experience:**

01/2014 - to date

**Company:** Oil and Gas Company

**Position:** Project Coordinator

**Project:** Oil and Gas

**Duties/responsibilities:**

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| Ensure timely and high quality translation of materials received from other departmentsTranslate oil and gas, legal, industrial, finance, sports, construction, media, HSE related and other documentation, email correspondencesInterpret during meetings, negotiations, toolbox and progress meetings, seminars, conferences, receptionsInterpret during safety trainings, inductions, sessions, inspections and examinations within projects Use and apply web site, online translation and other tools for provision of translation servicesTranslate/edit HSE presentations, training material, product and material specifications, safety regulations, minutes of safety meetings etcPrepare and translate HSE presentations and material for training sessions within the company Prepare and translate product and material specifications for distribution within the company Provide high quality written translation services to various clients as requested by the companyProvide high quality interpretation services to various clients as requested by the companyIdentify opportunities and implements actions to continually reduce wasted time, money and resources form assigned tasksDraft technical documentation, internal policies and agreements (e.g. internal Policies and Procedures, Subcontracts, Letters of Intent, Sales/Service Agreements, Representation Agreements, Contract Labor Agreements, Property and Auto Leases, Consultant Agreements, License Agreements) with third parties Assist the company management in maintaining correspondences with client, other potential clients and subcontractorsAdvise and assist all users and sponsors of the plans, including process ownersEnsure exchange of information between relevant departments Review draft contracts proposed by clients or suppliers and identify areas of concern 01/12/2014 – 30/06/2015**Company:** **Baku European Games Operation Committee****Position:** Translator/Interpreter (English, Azeri, Russian) **Project:** Baku 2015 European Games  |
| **Duties/responsibilities:** Ensure timely and high quality translation of materials received from other departmentsTranslate oil and gas, legal, industrial, finance, sports, construction, media, HSE related and other documentation, email correspondencesInterpret during meetings, negotiations, toolbox and progress meetings, seminars, conferences, receptionsInterpret during safety trainings, inductions, sessions, inspections and examinations within projects Use and apply web site, online translation and other tools for provision of translation servicesCheck, review and confirm correctness and completeness of documentation translated by the company’s translatorsEnsure corporate direction and strategy, including permanent growth Generate maximum interface with individuals at every level within the organization and use highly developed communication skills Effectively build relationships between all levels of management and employeesEnsure exchange of information between relevant departments  Translate/edit HSE presentations, training material, product and material specifications, safety regulations, minutes of safety meetings etcPrepare and translate HSE presentations and material for training sessions within the company Prepare and translate product and material specifications for distribution within the company Provide high quality written translation services to various clients as requested by the companyProvide high quality interpretation services to various clients as requested by the companyIdentify opportunities and implements actions to continually reduce wasted time, money and resources form assigned tasksAssist and interpret during HSE trainings, conduct HSE presentations, meetingsPromote and assist with ensuring safe working environment across the companyProvide high quality proofreading services to various clients and companies on different subjects Provide high quality editing of documentation translated by the company’s translatorsComplete daily email communications, provide status updates, make reportsCommunicate daily with various parties, including but not limited to translation companies and employees in other departments |

01/2011 - 01/2014

**Company: Caspian Pipe Coatings** (Oil and Gas Industry)

**Position:** Technical translator/Documents specialist (English, Azeri, Russian)

**Project:** Chirag Oil Project, Shah Deniz 2

**Duties/responsibilities:**

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| Translate/edit oil and gas, legal, industrial, financial, marketing, business, engineering, environmental, construction, media, HSE related and other documentationInterpret during meetings, negotiations, toolbox and progress meetings, seminars, conferences, receptionsTranslate/edit presentations, training material, product and material specifications, safety regulations, minutes of safety meetings etcTranslate/edit contracts, agreements, amendments, bidding proposals, insurance information and related correspondences for past, current and future projects including Representation Agreements, Leases, Research and Development, Insurance and any other applicable agreements, Corporate Terms and ConditionsTranslate/edit correspondences between the company management and clients, contractors and other companies Draft, translate, edit various material for the official website of the company www.cpc.azPrepare, translate, edit presentations and material for training sessions within the company Prepare, translate, edit product and material specifications for distribution within the company Provide translation services to the top management during meetings abroad and within the countryTranslate, edit terms and conditions, contractual amendments, articles for the company’s website, insurance information and related correspondence for past, current and future projects including contracts, specifications, leases and other agreements  |
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04/2009 – 05/2010

**Company: Universe Technical Translations**(Oil and Gas Industry)

**Position:** Translator/Interpreter (English, Azeri, Russian)

**Project:** ACG, Shah Deniz, COP

**Duties/responsibilities:**

Provide high quality written translation services to various clients as requested by the company

Provide high quality interpretation services to various clients as requested by the company

Translate oil and gas, legal, industrial, finance, construction, media, HSE related and other documentation

Interpret during meetings, negotiations, toolbox and progress meetings, seminars, conferences, receptions

Translate and assist preparation of material for HSE presentations and training sessions for BP

Interpret during various training sessions, seminars, inductions, meetings and presentations

Prepare and translate product and material specifications for distribution within companies

Ensure compliance with BP Golden Rules, Safe Systems of Work and Operating Procedures

Provide high quality proofreading services to various clients and companies on different subjects

Provide high quality editing of documentation translated by the company’s translators

Use and apply web site, online translation and other tools for provision of translation services

Check, review and confirm correctness and completeness of documentation translated by the company’s translators

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12/2002 – 12/2008

**Company:****McDermott**(Oil and Gas Industry)

**Position:** Supervisor/Coordinator

**Project:** ACG, East Azeri, West Azeri, Shah Deniz

**Duties/responsibilities:**

Coordinate activities of HSE, procurement, human resources, training, government affairs departments of the company

Liaise, maintain correspondences and contacts between the company and the local authorities, ministries and agencies

Arrange for and attend meetings and presentations between the company and local authorities, ministries, agencies

Identify and obtain certificates and permits required for the company’s activities and personnel

Review draft contracts proposed by clients or suppliers and identify areas of concern

Edit various oil-gas, business, engineering, environmental, HSE related documents, as well as, official correspondences, articles, booklets, prospects, instructions translated by translation team of the company

Prepare contracts for permanent and temporary staff and consultant employment
Review draft contracts proposed by clients or suppliers and identify areas of concern
Prepare requests for clarification for contracts under review
Prepare draft amendments to contract
Procurement and logistics of marine engineering business
Ensure compliance with BP Golden Rules, Safe Systems of Work and Operating Procedures

Identify opportunities and implements actions to continually reduce wasted time, money and resources form assigned tasks

Coordinate project mobilization and demobilization activities
Coordinate assets and services subcontracting
Ensure exchange of information between relevant departments

Promote implementation and assist in ensuring HSE culture within the company

Promote and assist in ensuring safe working environment across the company

Develop and implement policies, procedures and systems for various departments within the company

Support and educate suppliers and staff on key procurement policies and procedures.
Plan, organize, direct and control activities related to the various functions
Prepare instructions regarding intercompany systems and procedures
Analyze market and delivery conditions to determine present and future material availability and prepare market analysis reports
Develop a system to evaluate vendor quotations that utilizes appropriate negotiation and purchasing techniques to ensure quality, price, delivery, and service
Design, implement, manage and monitor reporting systems to meet company requirements.
Recruit and maintain suppliers that provide high quality products and services at a better price while maintaining the highest code of ethics and conduct

08/2001 – 12/2002

**Company: McDermott** (Oil and Gas Industry)

**Position:** Senior Translator (English, Azeri, Russian)

**Project:** ACG, East Azeri, West Azeri, Shah Deniz

**Duties/responsibilities:**

Ensure timely and high quality translation of materials received from other departments

Translate oil and gas, legal, industrial, finance, construction, media, HSE related and other documentation

Interpret during meetings, negotiations, toolbox and progress meetings, seminars, conferences, receptions

Interpret during safety trainings, inductions, sessions, inspections and examinations within projects

Use and apply web site, online translation and other tools for provision of translation services

Check, review and confirm correctness and completeness of documentation translated by the company’s translators

Ensure corporate direction and strategy, including permanent growth
Generate maximum interface with individuals at every level within the organization and use highly developed communication skills

Effectively build relationships between all levels of management and employees
Ensure exchange of information between relevant departments

Translate/edit HSE presentations, training material, product and material specifications, safety regulations, minutes of safety meetings etc

Prepare and translate HSE presentations and material for training sessions within the company

Prepare and translate product and material specifications for distribution within the company

Provide high quality written translation services to various clients as requested by the company

Provide high quality interpretation services to various clients as requested by the company

Identify opportunities and implements actions to continually reduce wasted time, money and resources form assigned tasks

Interview, select and recommend potential translators to HR department

Assist HR department with employing translators for the company

Assist and interpret during HSE trainings, conduct HSE presentations, meetings

Ensure compliance with BP Golden Rules, Safe Systems of Work and Operating Procedures

Promote implementation and assist with ensuring HSE culture within the company

Promote and assist with ensuring safe working environment across the company

Provide high quality proofreading services to various clients and companies on different subjects

Provide high quality editing of documentation translated by the company’s translators

Complete daily email communications, provide status updates, make reports
Communicate daily with various parties, including but not limited to translation companies and employees in other departments
Identify and follow changing service requirements

Strive to build partnerships across all lines of business to achieve the best possible business results
Maintain relationships with other external and internal translation professionals and networks to ensure best practices are achieved

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