***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 departments  Translate oil and gas, legal, industrial, finance, sports, construction, media, HSE related and other documentation, email correspondences  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  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  Draft 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 subcontractors  Advise and assist all users and sponsors of the plans, including process owners Ensure 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 departments  Translate oil and gas, legal, industrial, finance, sports, construction, media, HSE related and other documentation, email correspondences  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  Assist and interpret during HSE trainings, conduct HSE presentations, meetings  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 |

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 documentation  Interpret during meetings, negotiations, toolbox and progress meetings, seminars, conferences, receptions  Translate/edit presentations, training material, product and material specifications, safety regulations, minutes of safety meetings etc  Translate/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 Conditions  Translate/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.az  Prepare, 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 country  Translate, 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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