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| |  |  |  | | --- | --- | --- | |  | | | | Income's level: | By the agreement | | | Work’s type: | Constant work (full work's day) | | | Work’s place: |  | | |  | | | | Full name: | | Cheremisina Ekaterina | | Mobile phone number: | | +998914474135 | | E-mail: | | gorskihekaterina85@gmail.com | | **Personal information** | | | | City: | Bukhara | | | Region: | Bukhara region, Uzbekiston Mustakillik 10 Yilligi Str., house 3.3 app. 4 | | | Birthday: | 9.09.1985 | | | Female/male: | Fem | | | Household state | Not married | | | |
| **Job experience** |  |
| **Period of the work:** | August 2016 – March 2018 |
| Organization: | Construction of Central Processing Facility Complex and Development Facilities of the Kandym Group of Fields UKAN. (Karakul district) |
| Job title: | Translator/Document Controller in HSE Department. |
|  | |
| **Period of the work:** | October 2015- August 2016 |
| Organization: | Enter Engineering Pte, Ltd  Hissar group of Fields (Kashkadarya region, Dekhkanabad city) |
| Job title: | Document Controller Specialist  Organization and maintenance of the Company's document workflow;  Receipt of correspondence and documents coming to the Company;  sending correspondence to counterparts;  distribution of correspondence to addressees within the Company;  registration and sending of regulatory, regulatory and information-reference documents to branches, as well as control of their receipt by addressees; |
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| **Period of the work:** | October 2014- October 2015 |
| Organization: | Gillard Middle East (Enter Engineering Subcontractor. Kandym Early Gas Project (Kuvachi Alat)) |
| Job title: | Translator/work with the technical documentation  Preparation and submission of documentation to the Contractor |
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| **Period of the work:** | January 01.2014-09.2014 |
| Organization: | Hyundai Engineering Co. Ltd |
| Job title: | «Early Gas of Kandym Group of fields and arrangement of the northern part of Shady” (Northern Shady/Kuvachi Alat)  Hyundai Engineering Company  Translation of technical documentation, contracts and agreements  Participation in meetings and negotiations of companies, being the translator  Simultaneous translation. Possess an experience at HSE sphere |
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| **Period of the work:** | Sept.2008-June 2013 |
| Organization: | Bukhara academic lyceum for computer and informational technologies |
| Job title: | Foreign Languages teacher (English, German) |
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| **Period of the work:** | 2009-2013 |
| Organization: | Goethe Institute in Tashkent |
| Job title: | Projector for the development of German Language in Uzbekistan  Participation in international programs and grants for the modern teaching methods of foreign lg  Design of modern methods and projects of teaching and development of German lg in Uzbekistan |
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| **Period of the work:** | 2010-2013 |
| Organization: | private tourist company “Tashriff Tours” |
| Job title: | Translation of technical documents of the company  Draw up and translations of contracts of international firms, cooperating in the sphere of tourism, industry and light industry  participation in negotiations of companies, being the translator |
| Education : Higher | |
| Educational institution: | 2003-2007-Bukhara Pedagogical State University |
| Faculty: | Foreign Philology |
| **Additionalcourses** | |
| Certificates: | August- Sept. 2010 - German Institute Goethe - Grade B1-B2 (Hamburg, Germany) |
| Certificates: | July 2012 - German Institute Goethe in Tashkent- Grade B2-C1 |
| Certificates: | 2015- Jan - TECHINPUT – technical English in oil and gas industry (Bukhara) |
| **Foreign languages and computer skills** | |
| English | Excellent |
| German | Good |
| Uzbek | Good |
| The Computer skills: | Excel, Word, office programs, fast typing on PC, |
|  | |
| Occupations at free time: | Reading, Music, Foreign Languages |
| Attitude to Business Trips | Ready at any time to business trips |