**CV Irina Grigoreva**

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| *Basic Information:* | Name: Irina B. GrigorevaTashkent city, UzbekistanBorn on: March-9, 1988Tel: +998 90 9551752 (*mobile)*E-mail: grigoreva.irina.borisovna@gmail.com | http://uzjobs.uz/foto_soiskat/1505968197.jpg |
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| *Education:* | Bachelor’s degree in English philology (with German minor)English Language Faculty, Tashkent National University, Tashkent , UZB |
| *Further professional knowledge and skills:* |
| *January 2019 – June 2019* | Uzbek-Japan centre, Professional Management Program #32, a program for business administration and industrial management (evening tuition)  |
| *June-August, 2009* | Beijing Language and Culture University, Short term course of business-related translation in English and Chinese, Beijing, China*Certificate received* |
| *Sept. 2006 – July 2007* | Beijing Language and Culture University, One-year course of the Chinese language, Beijing, China*Certificate received* |
| *Sept. 2004- June 2005* | Moscow State Language University, Course in English translation, Moscow, Russia*Certificate received* |

*Professional experience:*

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| 12/2019-till present | **Asia Development Bank, Amu-Bukhara Irrigation system rehabilitation projects**Interpreter and Translator (lump-sum basis/part time)*Key activities:*-Translation of different project-related documents (minutes of meetings, reports, letters, personal correspondence);-Translation of technical documentation (data sheets, drawings, Terms of Reference, mechanical equipment analyses and various studies, etc.) |
| 02/2018 – 11/2019 | **Enter Engineering Pte. Ltd (a subsidiary of GAZPROM**) **/ ERIELL GROUP****Department of the Advisor to the Chairman of the Board***As a specialist for bidding documentation fulfilled the following key tasks:*-conducted meetings with potential trading and manufacturing companies-surveyed information related to technical and financial features of international projects - prepared reports on feasibility of prospective projects. |
| 09/2014 – 01/2018 | **JV “Tokyo Electric Power Services Co. Ltd. And Fichtner Gmbh. Co”****Navoi TPP extension with construction of Cogeneration Combined Cycle Generation Plant No. 2**Personal assistant and translator for Project manager, Project secretary in the Consultant’s team for the project In this position my key responsibilities were:- arranging meeting between project consultants' team and representatives of local authorities (from Gosstroy, Teploelektroproyekt, the headquarters of Uzbekenergo, managment of Navoi Thermal Power Plant etc.)-meeting support, researching all the necessary data and information related to project as per request-oral and written translations from English to Russian and vice versa- routing vital documents promptly to ensure no issue arise;- collecting all expenses data and making monthly reports for Accounting department in the Headquarters office in Tokyo;- receiving, storing and registration of incoming and outgoing correspondence- planning and arranging foreign experts arrivals, receiving relevant permissions and documents to assist with obtaining visas to Uzbekistan;- ensuring adequate supplies and equipment in all office rooms. |
| 06/2013 – 08/2014 | **East-West Engineering LLC. / SCATRA Limited (Belgium – UK), Tashkent office**, Translator/interpreter (with English and Russian)-Translation of different project-related documents (minutes of meetings, reports, letters, personal correspondence);-Translation of technical documentation (data sheets, drawings, etc.) in various disciplines (oil & gas field, energy sector, chemical production);-Oral translation at various meetings (with participation of Hyunday Engineering and Construction, LUKOIL , Enter Engineering, etc.) |
| 04/2012 – 04/2013 | **Free-Lance interpreter / Translator (with English, Russian, Chinese)**-Interpretation at meetings, sightseeing visits;-Translation of different types of documents, articles, reports in medicine, arts, social life, and business. |
| 01/2011 – 04/2012 | **BEST-METAL Limited, Tashkent city**Translator/Interpreter ( with English, Chinese, Russian)-Interpretation at meetings and during business trips ( in Uzbekistan and abroad)-Translation of various technical documentation (operating manuals, drawings, etc.);-Translation of business correspondence, contracts.-Document control. |
| 07/2010 – 01/2011 | **Individual Venture “GOLDEN DRAGON TEA Limited”, Tashkent city**Translator/Interpreter ( with Chinese, Russian)-Interpretations during meetings;-Translation of correspondence, contracts, accounting documentation |
| 01/2008 - 06/2010  | **Institute of the Chinese language and culture named after Confucius** Teacher of Chinese |
| *while a student**(December 2009)* | Central State Polyclinics No. 1, Tashkent CityTranslator / Interpreter-Interpretation/translation at Stefanix X-Ray Unit installation, start-up and commissioning.-Translation of related documentation (operating manual, contract, trail operation reports, etc.) |
| *while a student**(May 2008-Sept. 2008))* | Press-service of the President’s Office, Tashkent cityTranslator Translation of various articles on social and health issues |
| *while a student**(January 2007)* | UZBEKENERGO, SJSV, Tashkent city, UzbekistanTranslatorTranslation of specifications  |
| *while a student**(May 2005-January 2006)* | Tashkent Thermal Power Plant, Tashkent cityTranslator -translation of technical documentation (drawings, technical assignments, specifications) |
| *Computer skills and office equipment:* | MS Office (Word, Excel, Outlook), Power point, AutoCAD, ABBYY Fine Reader, translating tools (MemoQ only), fast typingPrinter, Scanner, Binding Machine |
| *Languages:* | Russian – native, English – fluent |