**CURRICULUM VITAE FOR PROPOSED PROFESSIONAL STAFF**

**Proposed Position** **:** **Manager, Document Controller and Translator**

**Name of Staff** **:** **Jalal Isgandarov**

**Profession** **:** **Translation and Interpretation**

**Date of Birth : 31 03 1987**

**Work experience : 4 Years**

**Nationality : Azerbaijani**

**Membership in Professional Societies : None**

**Detailed Tasks Assigned:**

He will:

* Manage the provision and submission
* Control Requests, Handovers and Delivery
* Translation of needed documents
* Schedule control

**Key Qualifications:**

Of particular relevance is his participation as Document Controller, Office Manager and Translator in a number of road and bridge projects. These include:



**2010 November – Present**

**Administrator/Translator. Reconstruction of 145.5km of Mughanlı-Yevlakh Highway (M4).** I am responsible for preparation and control of staff attendance schedule, preparation of meetings and presentations, Managing office in accommodation and other facilities, preparation of official letters and translation of all needed documents. Project drawings and etc.



**2008 May – 2010 November**

**Office Manager/Translator.**  **Upgrade of 15km and Rehabilitation/Reconstruction of 107.7km Baku-Shamakhi/Muganli Road Project.** I was responsible for preparation and control of staff attendance schedule, Time Sheets, Receiving work programs and work requests and controlling them, Managing office in accommodation and other facilities, preparation of meetings and presentations, preparation of official letters and translation of all needed documents. Project drawings and etc.



**2008 March – 2008 May**

**Practice/Additional Training. Quality Management and other systems certification, as ISO 9001:2000, OHSAS, HACCP and etc. Conducting trainings and audits recognized in 159 countries.** I was responsible for preparation/translation of E-Files (submitting information about carried out audits and trainings in Azerbaijan to UK in a report form), Translation of audit and consultation results.

**Education:**

**Name of College/University Dates attended Degree obtained**

Khazar University 2004 on Free Duty Bachelor

**Computer Knowledge.**

MS Office (well skilled on World and Excel and other MS Office programs)

AutoCAD (have 3 month training certificate but was not so busy with this Because of this, not good skilled)

**Other Training:**

* Attended several Highway construction Conference
* Attended Bridge construction Conference
* Attended QC/QM management Conference
* Attended ISO 9001 QMS Conferences

**Employment Record:**

**Languages:** Azeri - speaking, reading and writing - excellent

English - speaking, reading and writing – excellent

Russian - speaking, reading and writing – very good

Turkish - speaking, reading and writing – good

Arabic - speaking, reading and writing - beginner

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

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*[Signature of staff member]* Day/Month/Year