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EDUCATION

- 1993 – 1999** **Pyatigorsk State Linguistic University**, Pyatigorsk, Russia
Department of Translation, Interpreting and Management
Speciality: Linguistics & Intercultural Communication
Qualification: Translator/Interpreter of English, Manager
(diploma with excellence)
- 1994 – 1997** **Institute of Optional Educational Programs at PSLU**, Pyatigorsk, Russia
Speciality: English in Business/Business Correspondence

WORK EXPERIENCE

- Nov. 2011 – Feb. 2015** **Open Joint Stock Company “Power Machines”**, Moscow/Saint Petersburg. Project Office for execution of Sipat Super Thermal Power Project, **New Delhi, India**.
Position: Director of Project Office
Duties/functions: planning of project office activities within the Project implementation framework, communication/information exchange b/w the Company Headquarters in Russia and the Customer in India (NTPC). Interaction with local vendors/authorities on representing the Company interests (contractual/commercial issues), concluding procurement contracts for products/services in the Indian market. Work with logistic companies, arranging import/export of equipment, customs clearance, inland transportation to/from the Project Site. Monitoring of financial/accounting reports of the project office. Project works execution control, progress reports to the Company Headquarters. Recruitment/correction of project Office team. Administrative work.
- May 2006 – Oct. 2011** **Open Joint Stock Company “Power Machines”**, Moscow/Saint Petersburg. Project Offices for execution of Balimela Hydro Electric Project and Sipat Super Thermal Power Project, **New Delhi, India**.
Position: Manager (commercial)
Duties/functions: communications/interaction with foreign and Russian companies (Customer, contractors) on Projects implementation issues. Preparation, signing, execution of contracts in the Indian market for supply of equipment, spare parts and provision of services required for Projects execution. Control of import, customs clearance and inland transportation of consignments in India. Work with government authorities of India on Contracts implementation issues, registration of personnel deputed from Russia for project works execution.
- Aug. 2005 – Apr. 2006** **JSC “Technopromexport Foreign Economic Association”**, Moscow, Russia
Project Office for Renovation and Modernization of “Obra” Thermal Power Plant, Dist. Sonebhadra, **Uttar Pradesh, India**
Position: Engineer in charge of work with subcontractors, Interpreter
Duties/functions: contacts with Indian vendors/subcontractors (negotiations, correspondence), obtaining techno-commercial offers, performing tender calculations, drawing up of tender/contract documents; Interpreting/translation support at the Commercial and Technical Office (negotiations, correspondence, technical/business/legal documents, duty watch at the construction site)
- Sept. 2001 – Jul. 2005** **Premier-Photo Co.**, Stavropol, Russia (chain of “DiVA” stores selling CD, DVD, VHS, multimedia products)
Position: Procurement Manager
Duties/functions: product range management (music CDs, VHS, DVD, computer games etc.) orders, delivery, distribution
- Sept. 2000 – Jul. 2004** **North Caucasus State Technical University**, Stavropol, Russia
Department of Translation and Interpreting
Position: teacher of translation practice and technical translation
- Feb. 2001 – Jul. 2004** Russia-Canada Social Project of Disability Issues at NCSTU
Position: Interpreter
Duties/functions: interpreting meetings, conferences, negotiations, documentary support

PROFESIONAL SKILLS AND EXPERIENCE

Foreign languages: English (fluent), German (elementary)
Driving license: B Category