



Nikolenko Margarita

Женщина

+7 (914) 7176024

Rita.Nikolenko@gmail.com — предпочитаемый способ связи

Skype: Rita Nikolenko

Проживает: Москва

Гражданство: Россия, есть разрешение на работу: Россия

Хочу переехать, готова к командировкам

Желаемая должность и зарплата

Administrative Assistant, Coordinator, Specialist

Административный персонал

- Персональный ассистент
- Письменный перевод
- АХО

Занятость: полная занятость

График работы: полный день

Желательное время в пути до работы: не имеет значения

Опыт работы — 11 лет 8 месяцев

Июль 2016 —
Ноябрь 2020
4 года 5 месяцев

Exxon Neftegaz Ltd.

Южно-Сахалинск

Нефть и газ

- Добыча нефти

Senior Administrative Assistant

- Interpreting and translation
- assisting to the Facility Supervisors on various minor and major projects
- point of contact and part of the COVID-19 resolution management team
- daily, weekly meetings organization/ facilitation
- accommodation, people-on-board management
- document control
- visa, travel support
- purchasing stationary, office supplies, gym equipments etc via SAP.
- assistance to the Document Control department

Март 2015 —
Ноябрь 2015
9 месяцев

Techincome

Южно-Сахалинск

Document Control Specialist (Quality Control Department)

- On-site Interpretation, technical translation, taking minutes
- Administrative assistance including but not limited to developing and maintaining quality control department filing system; maintaining and updating department database
- Participating in documentation audit programs for Contractors when required
- Providing after-hours tutoring of the English language for Russian-speaking colleagues

Июль 2014 — Март
2015
9 месяцев

Kentz Russia LLC

kentz.com

Document Control Specialist

- Preparing Project Handover Documentation
- Updating quality control document database
- Co-ordinate with QA/QC department for Implementation of Project Quality Procedures
- Ensuring the turnover packages are developed in accordance with drawings, Russian Regulatory, Project Specification Requirements
- Contact person for the internal and external audits
- Assisting QC department in organizing, distributing project documentation
- Coordinating with client representative on Quality Control matters and requirements

Август 2011 — Май
2013
1 год 10 месяцев

Fluor Daniel Eurasia, Inc

Material Control Senior Technician

Responsible for the receipt/issue and expediting of all type of project materials with data input using Material Manager computerized system (MatMan) using different modules (Warehousing, Material Requirements, Purchasing, Expediting, Logistics):

- processing subcontractors request of release of materials as work packages on the daily basis;
- maintaining and adjusting inventory database;
- working with project technical documentation;
- processing customs requests;
- guiding and training new clerks in MatMan operation;
- maintaining department document control.

Август 2009 —
Апрель 2011
1 год 9 месяцев

Fluor Daniel Eurasia, Inc

Material Control Technician

Responsible for the receipt/issue and expediting of all type of project materials with data input using Material Manager computerized system (MatMan) using different modules (Warehousing, Material Requirements, Purchasing, Expediting, Logistics):

- * creating Field Purchase Action Requests, Item codes for material purchase;
- * performing Material Receiving reports, various researches in modules of MatMan;
- * processing subcontractors request of release of materials as work packages on the daily basis;
- * maintaining and adjusting inventory database;
- * making Overage, Shortage and/or Damage reports;
- * working with project technical documentation;
- * processing customs requests;
- * guiding and training new Material Clerks in MatMan operation;
- * maintaining department document control.

Ноябрь 2008 —
Июль 2009
9 месяцев

Island General Services, LLC

Interpreter

- * Verbal and written business communication from Russian into English and from English into Russian (Oil spill Response, Waste Management);
- * maintaining company document control;
- * daily reporting on activity of personnel and equipment operation on site;
- * control of personnel rotation, work/rest schedule; preparing timesheets and daily reports;

Октябрь 2008 —
Октябрь 2008
1 месяц

Remote Project Services

Administrator

- providing translation services for Russian speaking and English speaking personnel of the company;
- accommodation management,
- handling transport and accommodation requests;
- control of residents' check-in and check-out;

- informing a front office of subcontractors' inadequate service, equipment defects;
- daily reports to the operations manager.

Июнь 2007 — Июнь 2008
1 год 1 месяц

Dalrybprom

Administrative assistant

- * verbal and written business communication;
- * translation of accounting and business documentation; oral translation;
- * arranging visas for personnel and executives; preparing documents for personnel business trips, flight tickets booking; other travel support;
- * contacting and cooperating with foreign business partners/management;
- * conducting incoming/outgoing correspondence, e-mails;
- * office supplies procurement; housekeeping
- planning, organizing company events

Август 2006 — Ноябрь 2006
4 месяца

Piramida

Freelance Underwriter

- * composing insurance contracts;
- * insurance contracts data input "1C" database;
- * performing paperwork, filing;

Образование

Бакалавр

2007

Far Eastern National University

The Department of Foreign Languages, Philology/Interpretation/Translation

2005

EF International School of English

Full time course, Full time course

Ключевые навыки

Знание языков

Русский — Родной
Английский — C2 — В совершенстве
Испанский — A1 — Начальный
Немецкий — A2 — Элементарный

Навыки

Английский язык Organization Skills Teamplayer buyer Purchasing
Работа в команде Грамотная речь Деловое общение Грамотность
Организация мероприятий Работа с оргтехникой Поиск информации в интернет
Делопроизводство Пользователь ПК Организаторские навыки Lotus Notes
outlook Skype Materials Management Inventory Management MS SharePoint
Документооборот Телефонные переговоры SAP

Опыт вождения

Имеется собственный автомобиль

Дополнительная информация

Рекомендации

Fluor Daniel

Dave Fletcher (Director II, Material Management)

Обо мне

Всегда приветствую как личное развитие, так и профессиональное. Изучаю языки, люблю путешествия; оптимист, познаю новое.

История общения с кандидатом

Отклики	Personal Assistant to CEO (expat) 20 сентября 2021
	Personal Assistant 6 августа 2021
	Administrative assistant 15 июня 2021
	Document controller 20 марта 2016
	Document Controller 17 марта 2016
Получил отказ	Административный ассистент 21 мая 2021