**CV Irina Grigoreva**

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| *Basic Information:* | Name: Irina B. Grigoreva  Tashkent city, Uzbekistan  Born on: March-9, 1988  Tel: +998 90 9551752 (*mobile)*  E-mail: [grigoreva.irina.borisovna@gmail.com](mailto: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 City  Translator / 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 city  Translator  Translation of various articles on social and health issues |
| *while a student*  *(January 2007)* | UZBEKENERGO, SJSV, Tashkent city, Uzbekistan  Translator  Translation of specifications |
| *while a student*  *(May 2005-January 2006)* | Tashkent Thermal Power Plant, Tashkent city  Translator  -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 typing  Printer, Scanner, Binding Machine |
| *Languages:* | Russian – native, English – fluent |