**ALIYA NYSSAN**

**Date of birth:** 12/08/1990

**Citizenship:** RoK

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**Education:**

**2007-2011** - Kazakh-British Technical University, Faculty of Information Technology, spec. Computers and Software

**Experience:**

**June 2022 – present days – TCO FGP** Permit to Work Admin and System Support, based in Tengiz.

**Responsibilities:**

Permit to work processes;

Working with database – up-to-date status of the permits;

Interpretation verbal and written.

**April 2022 – June 2022 – TCO FGP Gathering Systems** Permit to Work Specialist, based in Tengiz.

**Responsibilities:**

Permit to work processes.

**October 2020 – April 2022 –** EMT Atyrau V&V Team Lead, TCO BB, based in Atyrau.

**Responsibilities:**

1. Daily visits of isolation facilities in Atyrau
2. Daily reports for Business Owners & Contract Owners (TCO)
3. Spreadsheet updates on isolation facilities information
4. Liaison with Business Partners for information collection on arrivals of isolated groups
5. Daily meetings with Atyrau V&V Team members
6. Power BI analysis of inbound of isolated groups.

**April 2017 – October 2020 –** Incident Investigation & Reporting Data Analyst (OE Assurance), CaTRo Project, FGP, Prorva, TCO (through Fircroft Engineering Services Ltd.).

Multinational team.

**Responsibilities:**

1. Incident data collection for entering into Incident Management System database (‘Why Tree’ training certificate).
2. Liaison with contractors of the project, training and support.
3. Daily updates in the Garner system, which shows updates of an Incident tracker (liaison with Farnborough and Atyrau HES team).
4. IVMS reports: weekly/monthly reports of Motor Vehicle Safety program of the Project.
5. Operational Excellence Weekly Message.
6. II&R Leading and Lagging tracker.
7. End-of-Month monthly reports regarding to man hours worked, kilometers driven, POB count.
8. Admin user of CheckIT tool, with Safeguard Verification observers’ observation data. Weekly, monthly, quarterly, yearly reports.
9. Power user of Spotfire/Power BI platform, Operational Excellence Assurance Interface:
   1. Weekly/bi-weekly/monthly/quarterly/yearly reports of all Safeguard Verification program users’ data
   2. KPI’s, statistics
   3. Support of users: training programs
   4. Site walks with the team members by coaching them on doing Safeguard Verification program requirements
   5. Monthly Community of Practice meetings with Farnborough HES team.
10. Covid19 analysis: thermal screening monitoring, close contact statistics collection.
11. Daily ELC inspections on site due to absence of ELC specialists on site.

**May 2016 – April 2017 –** Security Analyst,CaTRo Project, FGP, Prorva, TCO

**Responsibilities:**

1. Security reports: incidents, analysis, dashboards
2. Weekly site walks with Security coordinators and Security Lead
3. Community of Practice meeting with Security team of the Project
4. Providing the contractors with Security Awareness materials (posters, bulletins, trifold, leaflets)
5. Reporting of incident details to JSOR.
6. Written translations of the documents (Eng-Ru, Ru-Eng).

**August 2014 – April 2016 –** English Teacher, IE “Excel English Group”, Atyrau

**Responsibilities:**

1. Teaching students of all levels.

**June 2014 – August 2014 –** Technical Coordinator & PR manager at International Children’s Academy “FasTracKids Atyrau”

**Responsibilities:**

1. Technical support of all equipment and control of proper functioning of the software in the academy
2. PR activities

**February 2014 – May 2014** - Teacher of math, physics, English, Aktobe

**March 2012 – May 2013 –** HelpdeskSpecialist of the Scientific Library of KBTU, Almaty

**Responsibilities:**

1. Helpdesk support of library users
2. Database updates

**Extracurricular activities:**

**June 2016 – present days –** member of Atyrau Open Toastmasters Club

**April 2011 – July 2011** - member of international organization AIESEC

**April 2018 – present days** – mountain trekker/climber

**Languages**:

**Kazakh** - native, **Russian** - fluent, **English** – fluent, **Turkish** – basic, **Japanese** – basic, **Korean** – basic.

**Programming Languages:**

**Python, T-SQL (Bootcamp T-SQL + Power BI mini courses, August – October 2022), Introduction to Computer Science (October 2022 – December 2022), Front End (January 2023 – March 2023).**

**Agile:  
Lean 6 Sigm, Kanban** training sessions provided by Tengizchevroil LLP Workplace.