

PERSONAL INFORMATION

Leila Urazbaeva



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JOB APPLIED FOR

Business Development Manager, Translator, Editor.

WORK EXPERIENCE

04/05/2013–25/08/2013

Translator for Plan and Manage Finance

ENRC BTS, Astana (Kazakhstan)

Translation and localization of SAP PMF processes/ documents. Interpreting meetings.

10/2010–10/2012

Translator for CEO Office (Risk Management Dept)

Eurasian Bank JSC, Almaty (Kazakhstan)

Liaison with the Supervisory Board, translation of banking documents: Risk Management Reports, Agendas and Minutes of Meetings of the Management Board, ALCO Reports, Stress Testing, Operational Risk identification and assessment, preparation of Operational Risk Management presentations, marketing analysis of the OpRisk Management Software suppliers, preparation of Op.Risk Map and etc. Translation of other legal documents related to (hard/soft) collection procedures including Economic / Supreme Court Judgments and etc.

10/2007–05/2009

Certified Translator

KPMG Audit LLC, Almaty (Kazakhstan)

Certified translation of the financial statements prepared in accordance with IFRS, including audit, analytical, and evaluation reports. Interpreting of the court sessions. Certified translation and further registration of the documents, contracts and etc. with the notary officers.

09/2007–09/2009

Senior Translator

International Film Festival, Almaty (Kazakhstan)

Supervision and co-ordination of the Translation Department including management of the departmental budget, interviewing, selection and allocation of translators for the IFF mega-stars and other guests (approximately 200 people). Allocation of simultaneous interpreters for the Eurasian Film Project Market and round-table conferences, Allocation of the simultaneous translators to the cinema theatres and scripts translation. Meeting and liaising with the International Film Festival guests and making/confirming their logistic arrangements

05/2003–09/2006

Translator

Football Club Kairat Almaty KTZh, Almaty (Kazakhstan)

Translation of all documentation related to UEFA Cup Tournament. Arrangement of seasonal training and matches away

09/2006–07/2007

Translator cum Interpreter

KEC International (RPG), Almaty (Kazakhstan)

Involved in the project "Construction of HV 500 Kv Transmission Line". Translation of project documentation. Interpreting the technical meeting with KEGOC JSC.

19/05/1998–Present **Business Development Manager**

Murager LLC, Almaty (Kazakhstan)

Implemented the project: Development of Chinassylsai minefield. Preparation of project documentation (financial calculations). Analysis of current changes to the RoK Laws: About Joint Stock Companies, About Limited Liabilities Companies, About the subsoil and subsoil use, Labour and Land Code. Liaison with the state agencies including the RoK Ministry of Industry and New Technologies, National Corporation SPK Zhetusy JSC and Tau-Ken Samruk JSC. Preparation and submission of the respected documents to the state bodies for review and approval. Negotiation of the project with the potential investors.

EDUCATION AND TRAINING

06/2007–08/2008 **MBA in Economics**

Cedimes University (Paris XII) on the basis of the local University KAINAR, Almaty (Kazakhstan)

Graduated with honours.

Monitor of the class.

06/2002–08/2007 **Translator-analyst (English, French)**

University of Foreign Languages and International Relations, Almaty (Kazakhstan)

Specialist (ENG, FR) completed with honours.

Scientific works & Publications:

- Linguistic analysis of neologisms. Specific features of neologisms' translation. (2005)
- Linguistic analysis of realia. Specific features of realia translation. (Novel by Ilf and Petrov "Twelve chairs or The diamonds to sit on") (2006)
- Linguistic analysis of belles-lettres. (Novel by Olga Markova "A singular adventure or apparition of Kuriruri")

07/1988–05/1993 **Paraprofessional, therapeutics**

State Medical Institute, Almaty (Kazakhstan)

Surgery Interest Group.

Thesis on Pancreatitis defeated at the third course.

83% completed, 5 courses out of total 6.

PERSONAL SKILLS

Mother tongue(s) Russian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C1	C2
Diploma of a professional translator (English)					
Italian	B1	B1	B1	B1	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
 Common European Framework of Reference for Languages

Communication skills Excellent communication skills, both written and verbal.

Organisational / managerial skills

- Highly organised and efficient;
- Polite and professional manner
- High level of attention to detail.

Job-related skills

A conscientious and professional translator with extensive experience in translation and proofreading roles. Highly organised and efficient individual, with a thorough and precise approach to projects, which has yielded excellent results to date. Able to manage own time effectively, and prioritise workload. Experienced at working to tight deadlines and under considerable pressure. Friendly and approachable with excellent interpersonal and customer relations skills.

Ability to manage time and prioritise workload to ensure efficient delivery of all aspects of tasks.

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Proficient user	Independent user	Independent user	Proficient user

Digital competences - Self-assessment grid

- 80 words per minute typing;
- Regular user of Microsoft Office, including Excel, Word and Powerpoint;
- Good command of Corel Draw, A. Photoshop, A. Pagemaker;
- SAP tools basic knowledge.

Driving licence B