**Curriculum Vitae**

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|  **Date of birth** | July 21,1980 |
|  **Nationality** | Kazakh |
|  **Education**  | Higher |
|  **Citizenship**  | Kazakhstan  |

**Objective:** To use all obtained skills and experience within an internationally known company, to contribute my effort to achieve higher excellence of production .

Work Experience

Last place of work

From 2015 LLP «NCRC» HSE Engineer

Job description:

 ▪ To conduct safety induction, tool-box meeting on work places,(by necessary repeated and not envisaged in the plan safety talks)

▪ To participate in safety meetings and audits

▪ To control the activity compliance with RoK and applied international safety standards, norms and rules

▪ To check fire system (fire alarms, fire extinguishers both at the transports and offices)

▪ To provide with necessary means (PPE, right tools etc.) in order to conduct work safely

▪ To check the workplace and if required offering implementation of more moderate methods of safety equipment for the protection hazards

▪To prevent risks from workplace and stop the operation of equipment and job which will lead to health injury of people.

 2011-2013 KISOrion LLP

 **Tengizchevroil field, WTF/WRF Projects**

**Position: HSE Representative**

• Participate in and lead project safety meetings / briefings.

• Monitor Contractor compliance with TCO Safety Instructions and WTF/WRF HES Management Plan procedural requirements.

• Conduct site inspections, reviews and audits of the systems and methods implemented by Contractor on construction sites.

• Identify unsafe conditions and STOP WORK if appropriate.

• Provide mentoring feedback to workers to reinforce: Incident and Injury Free operations; care and concern for individuals; and safe work practices and behaviors.

• Work with safety representatives, supervisors and managers to resolve safety deficiencies

• Provide support for all aspects of contractor HES management.

• Attend Contractor safety and toolbox talks meetings on a periodic basis to ensure quality

• To follow TCO Safety Instructions, Procedures, Internal policies

• To determine, if available, Personal Protective Equipment PPE is appropriate for specific jobs, and enforce Contractor’s personnel use of appropriate PPE.

• Participate in incident investigation teams

**From April 2011 to August 2011**

**Aker Solutions, Kashagan Hook-up Project**

**Position: HSE Inspector:**

**∙** Review the Health, Safety and Environment Policy Statements on a regular basis;

∙ Ensure that Local Policy Statements/ Fire Plans and Fire Risk Assessments are produced and quality assured;

∙ Daily HSE walkabout;

∙ Provide necessary source training for staff in relation to Health, Safety and Environment policies, practices and procedures;

∙ Carry out workplace safety audits with Agip/AKER personnel and ensure that any remedial recommendations are implemented;

∙ Devise, develop and monitor the effective Risk Assessments management strategies and make recommendations on the implementation of these strategies;

∙ Propose, implement and monitor measures necessary to comply with HSE Legislation and Codes of Practice;

**From 2009 July, Bonatti, E& I Project, West Kashagan Development Experimental Program**

**Position:** Translator

**Job descriptions:**

**\***To translate the technical, economical and normative documentation, correspondence materials with different companies, any Acts on violations;

\* To make verbal and written translations at a stated time providing exact correspondence of translations to lexical, stylistic and meaning content.

\* Keeping the established requirements regarding the using technical terms and definitions;

\* To provide the interpretation during an interview (testing) of employees;

**From 2010 July transferred to Material Department as a Translator**

Additional responsibilities:

To make Incoming Material Control Log Books (based on SNiP 1.03.06.-2002)

To prepare Acts on carrying out of incoming material control /Attachment 3 of manual to SNiP 2.04.09. - 84/ Form 21/Working with IMIS (Integrated Maintenance Information System)

**From August 2007 to July 2009 BERKIN** Company

Position: HSE Engineer

To control safely execution of construction work

• To make daily, weekly, monthly, term-time, yearly report about HSE status

• To issue improvement notice by revealed violations for their soonest elimination

• To prepare documents for receiving emission.

**February 20, 2007 to August 2007**

**NORTH CASPIAN CONSTRACTORS (NCC) COMPANY**

**Position: HSE Engineer**

1. To control safely production of work at the site;
2. To make weekly report for audit;
3. To take responsibility for filling Transfer Notes
4. Environmental protection emphasis due to Kazakhstan and Fluor guidelines,
5. Performance of numerous fire drills, emergency drills, oil spill containment, etc.
6. Conducted numerous area inspections both internally and externally with Government and Agip KCO\NCC\GATE Personnel.
7. Assisted in translation for Management of Environmental, Industrial Relations and other subjects with Kazakhstan Government.
8. Directed areas on the Project by spearheading in Health, Safety and Environmental aspects on the job to a superb level of achievement.
9. Performed numerous crane and equipment inspections to maintain a high degree of safety excellence as indicated by the Project Safety Record.
10. Worked with Subcontractor HSE Engineers to maintain Safety to high degree.
11. Assisted in follow-up investigations of fires, oil spills, injures and traffic accidents.
12. Pushed cleanup of all areas constantly to maintain our high of Safety Excellence

 **August 2005-October 2006**

**Sicim Company, Tengiz**

Position: Safety Specialist (28\28)

1. To hold Tool-Box meeting;
2. To prevent violations and increase Safety Methods;
3. Control of safe execution of construction activity;
4. Instructing and briefing site personnel,
5. Advertisement actions;
6. Training programs, site audit program developing;
7. Company’s safely procedure implementation;
8. Daily monitoring of Project works;
9. Weekly auditing of work sites;
10. Preparing of all documents (JSA,Method statements) required for a work-permit issues;
11. Controlling over work permits,JSA,STA;
12. Handling records, reports.

 **December 2004-August 2005**

**CASPIAN OIL MONTAZH, Atyrau**

Position: HSE Engineer

 • Method statement checking and risk assessment;

 •Eliminating abnormal work conditions;

 •Conducting safety training and meeting;

 •Handling records and reports.

 •To hold primary, secondary and extra (if necessary) HSE Inductions for all Company personnel

 • To control of providing PPE for working personnel by Company

 • To control of issuing Abstergents for workers by Company

 • To provide control for safe leading of construction activity

 • Daily monitoring of sites, to prepare HSE instructions in order to prevent violations.

 **2003-December 2005 JGC (Japan Gas Corporation) Atyrau**

Position: HSE Engineer assistant

• To translate in written the instructions, inductions

 • To translate the documents concerning with HSE

 • To make badges, improvement notes,

**EDUCATION**

Higher, 1998-2002Atyrau State University. Department: Foreign languages.

**COURCES, TRAINING, CERTIFICATION**

Agip KCO safety induction Passport

BOSET (April 2011)

**LANGUAGES AND PC**

Russian: good

English: good

Kazakh: native

Word, Excell.

 **ADDITIONAL INFO**

Driving license: B category

Priorities in life and career

The most prominent achievement is my constant willingness to improve the level of my knowledge and the ability to set all tasks set to me.

**PERSONAL QUALIFICATION**

Hard working, exacting to myself and to personnel, communicative, creative in dealing with work task, purposeful, punctual.

 **THANK YOU IN AVDANCE FOR CONCIDERING MY CV**