**DANA**

**Personal details**

**Nationality:** Uzbekistan/Russia

**Date of birth:** 26/11/1986

**Gender:** Female

**Marital status:** Single

**Employment history**

**15/04/2011 – 31/03/2016**

**Name and company profile: “**KOSSOR OPERATING COMPANY” LLC is Operator of PETROVIETNAM Vietnamese Company in the Republic of Uzbekistan on realization of investment projects in the Republic of Uzbekistan

**Sector:** Oil/gas

**Position:** Chief material and supply specialist of Administrative department

**Job responsibilities:**

*Procurement department* Office support with material resources and services by obtaining requirements;

Searching of necessary contractors, negotiations with potential contractors (price, terms, delivery), preparation of internal documents for conclusion of contracts, approval of invoices;

Participation in holding of competitive selections and opened/closed tenders in accordance with legislation

*Administrative department* Management of all travel arrangements, visa, hotel bookings, transportation;

Organization and participation in oil/gas exhibitions, workshops and other company’s meetings/events, preparation of protocols after meetings;

Organization, participation in the meetings of Steering (Management) committee, Technical/Budget-financial subcommittees, preparation of all necessary protocols/annexes and agreement with authorized members;

Provision of individual support to General Director and Administrative Manager;

Workflow and documents’ translation

*HR department* Assistance in development of Chart of organization for every year, job descriptions for all positions in accordance with legislation, updating;

Assistance in development of internal company’s documentation;

Organization of training/educational programs for company’s personnel;

Preparation of internal documents for travel arrangements such as orders, travel request, request for advance, travelling expenses claim

**01/12/2009 – 31/03/2011**

**Name and company profile: “**NEFTEGAZINVEST” DC at “UZBEKNEFTEGAZ” National Holding Company assists foreign investors in realization of investment projects in the territory of the Republic of Uzbekistan

**Sector:** Oil/gas

**Position:** Leading specialist – projects’ manager

**Job responsibilities:** Coordination and assistance foreign investors in issues on projects’ realization;

Preparation of documents such as agreements on performance of exploration works in any investment block in the territory of the Republic of Uzbekistan, drafts decree of the President of the Republic of Uzbekistan on performance of exploration works, memorandums of understanding between foreign investors and UZBEKNEFTEGAZ National Holding Company, confidential agreements;

Coordination and agreement of the abovementioned documents with authorized bodies of the Republic of Uzbekistan (Ministry of economy of the Republic of Uzbekistan, Ministry of foreign affairs of the Republic of Uzbekistan, Ministry of internal affairs of the Republic of Uzbekistan, State committee of the Republic of Uzbekistan on geology, etc.) and subsidiary companies of UZBEKNEFTEGAZ National Holding Company

**Academic qualification**

**2004 – 2009 (Full-time)**

**Name of University:** Peoples’ Friendship University of Russia (Moscow)

**Field of study:** State and Municipal Administration

**Specialization:** Administration of Socio-Economic and Political Processes

**Qualification:** Manager in Public Administration

**Trainings**

**05/10/2015 – 11/01/2016**

**Name of Institution:** Non-governmental educational institution “Travel Study” at Tashkent State Economic University

**Name of training:** Management of touristic enterprises

**Skills**

***Soft skills:*** Teamwork, organized, positive attitude, self-confidence, managing time, problem solving, flexibility, adaptability, stress tolerance, willingness to learn

***Language skills:*** Fluent in Russian and English, Beginner in Arabic, Spanish and German

***Software skills:*** Proficient with MS Word, MS Excel, MS PowerPoint

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

