**JAVID HASANOV**

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**Personal Info:**

* **Date of Birth**: April 10, 1988
* **Citizenship**: Azerbaijani

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**Objective:**

To establish a career with a responsible post in a growth oriented and reputed organization, so as to utilize my knowledge and skills in achieving organizational goals, while attaining personal and professional growth and a thorough objective to support and enhance co-operative objectives of the company.

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**Skills and Competence:**

* Fluent Korean (TOPIK 6 LEVEL) and English (IELTS 6);
* Also proficient Turkish and Good Russian languages (beginner in Japanese).
* Good skills of communication and interaction, of organizing meetings and prepare presentations of the work proceedings.
* Ability to work under pressure and react efficiently to urgent / short notice operational challenges
* To work to deadlines and handle multiple tasks with minimal supervision.
* Effectively deal with employees, management, Personnel Department staff, and the public.
* Team Player with the Ability to Work Effectively in any Environment

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**Technical Proficiency:**

* Operating Systems: Windows. XP/7/8/8.1/10
* Packages: MS Office (MS-Excel, MS-Word, MS-Power Point).
* Application Tools : Microsoft Office 2000, Outlook Express

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**Education Background:**

* **Azerbaijan University of Languages (Azerbaijan)**

Translation/Interpretation in Korean

2010 - 2014

* **Hankuk University of Foreign Studies (South Korea)**

Language Course in Korean

(as an exchange student)

2011 – 2012

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**Position applied for:**

* Administrative & Administrative Assistance
* Document Controller
* Translator (English, Korean)

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**Working Experience:**

* **Hyundai Engineering, Baku** (April, 2014 – March, 2015)

Azerbaijan, Baku

*Designation*: Document Translator & Site Interpreter

* Facilitate effective communication between two parties that do not speak a similar language by converting one spoken or written language to another
* Attend meetings and act as official translator to mediate discussion
* Read written materials such as legal documents and rewrite materials into specified languages by referring materials such as dictionaries
* Translate messages consecutively into specified languages orally maintaining message content as much as possible
* **S & B Engineering LLC** (January, 2014 – February, 2014)

Azerbaijan, Baku

*Designation*: Translator (Korean)

* Provide oral and written interpretation services
* Verify information from original text in order to ensure appropriate interpreting
* Ensure that all written translations conform to the original text in terms of technicality and terminology
* Ensure that both content and style of statements in communicated effectively
* Proofread end document and make any necessary changes
* Listen carefully to conversations and provide verbatim interpretation
* Ensure that the context of the language isn’t altered during interpretation Ensure that all translated material follows translation quality standards set by the company
* **Goods Market** (December, 2008 – October, 2009)

Azerbaijan, Baku

*Designation*: Cashier & Manager

* Handle cash transactions with customers
* Order and Scan goods and collect payments
* Resolve customers complaints, guide them and provide relevant information
* Establish or identify prices of goods and tabulate bills
* **Volunteer Moderator on Conversation Club**

**Job Seeker First Name / CV No: 1839420**

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