



RESUME

BIZURA ABDUGALIMOVA

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MARITAL STATUS: SINGLE

EDUCATION:

1983 – 1988 World Languages University in Almaty
English faculty

2009 - 2013 Kingston University in USA,
Master of Business Administration in Organizational management.

CERTIFICATES:

1999 have passed the coaches' seminar organized by open society institute of Karl Popper Debate program

2000 have completed the managerial training "Trust and Empowerment" organized by Bechtel Enka Joint Venture. Certificate.

2007 have passed the seminar "Legislative control in labour relations in the RoK" organized by "Tengizchevroil" LLP in Atyrau. Certificate.

2007 have completed the course "Supervisor leadership training" organized by training center Caspian Technical Resources in Atyrau. Certificate.

JOB EXPERIENCE:

2010 August till present **CUSTOMS AUDIT COORDINATOR**
CUSTOMS AUDIT DEPARTMENT
Tengizchevroil LLP, Tengiz, Atyrau

Responsibilities:

- Manage/prioritize workload of CA Admin support roles (x2)
- Request / issue VIP passes in conjunction with TCO Security
- Coordinate all TCO transportation requirements for site inspections and Custom Official movement whilst in Tengiz Facility
- Manage/participate production of CD packs in conjunction Content Management Developer

- Manage / participate capturing Vendor PO data
- Liaise / Coordinate ESS personnel – maintain conference facility (Berkut) requirements including equipment, refreshments, cleaning and access.
- Responsible for issuing and collection of Daily Inspection sheets – Custom officials
- Responsible for QA/QC (completeness) of Daily Inspection Sheets, and resolving outstanding issues with custom officials
- Managing CD Pack ‘library’ – controlling CD packs access / storage
- Manage workload / performance CA Admin Support roles
- Book Taxi; Bus; Dash 8 Shuttle internal staff
- Maintain CA participants MS Outlook contact lists and forward Comms CA participants (40+ Business Areas / 150+ participants) and monitor replies
- Responsible for managing, prioritize and distributing CA Support Inbox emails / requests

**2008 March to
2010 August**

ADMIN. SERVICES GROUP SUPERVISOR
WASTEWATER TREATMENT FACILITIES PROJECT
 Tengizchevroil LLP, Tengiz, Atyrau

Responsibilities:

- Managing and coordinating recruitment & selection processes in accordance with oil & gas projects
- Supervise and support the work of the Administrative Assistant, the Translator and the DCC Specialist
- Support ongoing project-team business processes – DCC, IT-related issues, administration and translation. Supervise business services staff on the project team.
- Manage resources assigned to the project by maintaining accurate inventory lists (included but not limited computers, offices, furniture, office supplies, phones).
- Develop correspondence tracking and filing system for the project.
- Keep updated the project website
- Skillfully communicate with other TCO department like HR, Training regarding personnel and other issues. Facilitate the effective work of the department. Facilitate the operative review of requests and suggestions from employees.
- Monitor the project translation capability and advise business Manager of over or under capacity.

2005 May to 2008 March

HUMAN RESOURCES SPECIALIST
HUMAN RESOURCES DEPARTMENT
 Senimdi Kurylys LLP, Tengiz, Atyrau

Responsibilities:

- To plan, organize and direct all activities related the recruitment, settlement, and development and servicing of human resources

- Coordinate with PR department in maintaining smooth running of the work permit and visa requirements of the foreign employees
- Sharing knowledge as a specialist and help national employees advance in their careers.
- Work with State Departments as Atyrau Employment Centre, PFD/TCO Security Centre, and Caspian Training Resources.
- To enhance relationships with local and governmental of the company employees
- To follow labor law and regulation changes and implement them within the company.
- People with the ability to enhance technical and managerial skills on multi disciplined projects and also to work in a dynamic and challenging job environment
- Keep up with National employees Individual Employment Agreements expiring dates, work with appropriate Managers on identifying either extension to be implemented or not.
- Coordinate with Medical Department on tracking the expiration dates of medical assessment for national staff and inform employees accordingly.
- Negotiating temporary movement of personnel between locations with Section Managers within Department to maintain adequate cover for continual safe operation for all Field Facilities
- HR Marketing, search of potential clients
- Supervision of orders accomplishment
- Testing and screening the large flow of candidates according to the project needs
- Consultation on the procedure of resumes preparing and candidates' behavior during the interview with employer
- Designing specialized interview records
- Reporting to headquarter on contract amendments, open positions, selection process and search results
- Travel and accommodation arrangements for employees working on manpower basis
- Visa support for non-residential personnel
- Contacting local authorities on military, migration and residence registration for people coming from other regions of RoK
- Handing in reports to regional statistics department and internal revenue service.

**2001 January to
2004 January**

ADMINISTRATOR -TRANSLATOR
ADMINISTRATION DEPARTMENT,
Senimdi Kurylys LLP, Tengiz, Atyrau

Responsibilities:

- Assisting to deal with incoming and outgoing documents

- Managerial fundamentals of paper work, official language application, official (private) documents custody.
- Circulation of documents on paper work in official language. Glossary of specific terms in Kazakh.
- Work with work authorizations
- Prepared tender documentation

**2000 March to
2000 December**

**MANUAL & NON-MANUAL COORDINATOR
HUMAN RESOURCES DEPARTMENT**

“Program 12” Project

Bechtel-Enka JV, Tengiz, Atyrau

(The partnership of Bechtel International and Enka Insaat ve Sanayi)

Responsibilities:

- Was dealing with new hires, releases and extenuation
- Visa, reservation, dig forms
- Organized crew changes of manual staff employees
- Booking tickets, travel arrangements to and from Kulsary
- Prepared contracts
- Controlled Non-Manual employees crew changes
- Maintain tracking register of all candidates during the Recruitment process (all relevant documentation, Test and Interview results, etc)
- Coordinating preselection and selection recruitment process for all positions
- Arrange database upkeeping of the position and location of all staff through management of reporting staff
- Manage collation of timesheets of all National Staff, ensuring reporting staff have correctly coded their allocated staff and present the data to HR in a timely manner
- Letter for clients compiling;
- Database operational system improvement;
- Personnel selection and short-listing;
- Job description analysing;
- Receiving and consulting large flow of applicants by phone; and in person;
- Composing office internal orders

1999 to 2000

INTERPRETER/TRANSLATOR

Electrical Group

“Train -5” project

Kazcomservice Ltd. Tengiz, Atyrau

Responsibilities:

- Provided technical written translations and interpretations
- Translated electrical documentation and interpreted on site

1993 to 1999

HEAD OF ENGLISH DEPARTMENT

School Gymnasium №32

Aktobe

Responsibilities:

- Responsible for ensuring pupils achieved a high level of education in spoken and written English
- Worked by the new programs Oxford University
- Organized and supervised extra curricular activity of students.

1988 to 1993

TEACHER OF ENGLISH

Secondary School, Gas Compressor Station

Chalkar, Aktobe

Responsibilities:

- Responsible for teaching groups of 12 pupils and ensuring pupils achieved a good level of education in spoken and written English.

LINGUISTIC ABILITIES:

- Fluent English and Kazakh, Russian

PC SKILLS:

- Ariba, JDE E1 Data Delivery, Windows 98/2000/XP, MS office,
- Internet and Excel, Access.
- EPS, Enterprise One 8.11 System

RESULTS OF MY WORK AND ACHIEVEMENTS:

HR Department work arrangement through the following document procedures specification:

1. Document procedure «Human Resources Supply» (employment, release, transfer to other departments, R&R, leave);
2. Document Procedure "HR Training Management" (definition of goals, methods and forms of training, implementation of Training program, training planning, definition of effectiveness);
3. Document Procedure «Evaluation process of personnel competency» (annual planning, attestation, results)

PERSONAL QUALITIES

Communicative, well trained, responsible, ambitious, honest, ability to travel on company business as required, trusty employee. Hardworking team member able to get used to changing environments. Open to changes, persuasive and able to establish good communication within a team. Reliable and enthusiastic. Possess energetic approach and managerial abilities.

REFERENCES

Available upon request