

# TAIZHUMIYEVA SAIRAN

Residence: Cialkovskogo 6,61 - t  
Uralsk  
Kazakhstan  
Day of Birth: 31 January 1985  
Marital status: Single

Phone: +7 71 12 23 26 78 KZ  
Mobile: + 7 701 825 07 20 KZ  
E-mail (private): S.t85@inbox.ru  
Nationality : Kazakhstan

## **Career Summary:**

For the past 2 years of my professional career, I have worked as the CMS assistant

Seeking to obtain a rewarding and challenging HR Assistant or Administrative Coordinator or Health Safety Environment, position with a growth-oriented company that promotes a team environment and reaching the highest possible standards.

## **Qualifications**

- Extensive knowledge of principles and processes for providing customer and personal services, including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Very attentive, giving full attention to customers, taking time to understand the points being made, asking questions as appropriate, and conveying empathy.
- Expert in the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Possesses excellent communication skills and interpersonal skills.

## **Education Qualification:**

- 2002-2007 West Kazakhstan Academy of Humanities  
Object: Teacher of English language
- 2009 - 2013 - West Kazakhstan Engineer and Humanity University  
Object: Accountant

## **Professional Experience:**

### **August, 2013 – present time, TCO Completion Management System department, Fircroft Kazakhstan.**

- Provide all necessary information for new employee; accesses to O-drive, CMS and Z-drive. Access to printers and assign to PC; update all necessary spreadsheets, information in TCO and Chevron White Pages. Also have functions order (stationeries, equipments and furniture, toners & cartridges, meal); reservation rooms, bus, taxi; to organize necessary meetings, holidays, trainings; to sign CMS employee's timesheets and send to employees and to recruitment companies.
- Strong planning skills; ability to identify appropriate sequencing of activities and allocation of resources. Ability to interface with all disciplines and Help desk staffing as well as Telephone, Transportation, Reservations, Service, Maintenance, Operations, Warehouse and any other entities which are required to maintain the constructive execution of all Completion Management Team activities and full support thereof

**January, 2012 – August, 2013 Citibank Kazakhstan, Operation Support Specialist, Atyrau Kazakhstan**

- Identify target market names in the relevant industry, establish business relationship, deeply understand clients' needs, establish account strategy and offer tailor-made solutions
- Active customer calls to existing / potential customers
- Banking products sales to existing/potential customers
- Meeting product targets and revenues
- Lead, coordinate and team-work with product, credit, support and operations group of the business inside and outside of the country to achieve above objective
- Contribute to timely delivery of high quality credit approval packages and other credit memoranda and ensure approval (where applicable)
- Coordinate, negotiate and close transactions including account opening, credit, legal and other documentation ensuring that the bank's policies and procedures are properly followed
- Coordination of client-related activities within the Representative Office and with the Head Office
- Additional projects and responsibilities as assigned by Supervisor

**October, 2009 - Citibank Kazakhstan, Administrative Assistant, Atyrau Kazakhstan**

- Main purpose of job: To perform general administrative duties and provide support to the Administrative Officer as required.
- Writing and dispatching routine or straightforward letters
- Answering general queries by telephone
- Photocopying documents
- Sorting and opening post
- Obtaining information from the computer
- Maintaining records, filing systems and computer files
- Ordering stationery
- Assisting Administrative Officer as necessary
- Undertaking any other tasks/duties as may be reasonably required.

**Jun, 2009 - October, 2009 ARTIC Construction International , Site Administrator, Tengiz Kazakhstan**

- Performing administrative duties
- Radio and call monitoring, dispatching
- Coordination of transport activities including vehicles, heavy trucks, cranes, forklifts and other lifting equipment
- Search for unforeseen services, equipment, manpower Technical database of Company vehicles and equipment Interpretation at safety tool box / technical meetings
- Translation of technical documentation; Interpretation at meetings of Managers
- Translation of technical documentation and miscellaneous paperwork

**July, 2008 - May, 2009 11ARCTIC Construction International" (Redfern Energy Services, KazCanService, Kara Construction} Direct Tengizchevroil (TCO) and Bateman Litwin subcontractor, accountant payable**

- Daily record keeping of employees' timesheets;
- Payroll Accounting
- Registration of Banking activities
- Report of expenditures to Company Head Office

**July, 2007 -June, 2008 Which Company, Transport Coordinator I Office f'vlanager at Tengiz: ofrccc Kazakhstan**

- Coordinator of Transport vehicles
- Manage crew

**June, 2006 - June, 2007 "ARCTIC Construction International" (Redfern Energy Services, KazCanService, Kara Construction) Direct Tengizchevroil (TCO)  
 , Field Interpreter**

- Well Site Interpretation
- Arrange weekly safety tool box meetings
- Translation of technical and QA/QC documents
- Translation of Procedures and general documentation

**January, 2006 - June, 2006 Deniz Tour Travel Agency, Manager, Uralsk Kazakhstan**

- Presentation and offering advice on countries, hotels and tours to Clients,
- Preparation of travel documents
- Arrange business trips to different location

**March, 2004 - December, 2004 Premier Plast, Sales Manager, Uralsk Kazakhstan**

- Create Sales quotation
- Create Order of materials
- Product distribution to Clients

**Training Courses and Certificates**

- Jan 2003 to Jan 2004 Training center "Lingvo"  
Qualification: Business Correspondence

Languages (written/spoken):  
Kazakh - Mother Tongue  
English, Russian – Fluent

**Personal Attributes:**

Highly motivated and goal oriented, accurate and precise in attention to detail.  
I can work effectively as a part of a team in a diverse group.

**Computer Skills:**

I am proficient in the use of the following software and operating systems

- Microsoft Windows & Mac OS
- Microsoft Office, Word, Excel, PowerPoint

**Extra information:**

Driving licence (category B)

***REFERENCES AND FURTHER INFORMATION PROVIDED UPON REQUEST***