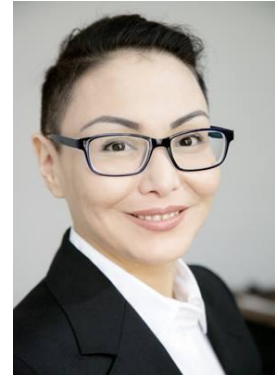


Zhanat Kulumbetova



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Homeland address: Shalyapina-street, 8; app. N10
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Home phone: + 7701452 70 02

Personal details: Date of birth: 09.09.1977, Nationality: Kazakhstan, Visa: Temporary Residence permit in Germany; Marital status: Single, no children.

Languages: **Kazakh, Russian (native), English (professional interpreter), German, French (colloquial)**

Career aim:

- Business Development, Consulting and Entrepreneurship
- PR, GR and Corporate Communications
- Sales and Marketing, Client Relations Management
- SMEs Promotion, Social Entrepreneurship
- Interpreting-& Conferences-Agency Management

Work experience:

07/2011 – present:

Private entrepreneur/Freelancer and Business-Trainer:

- Simultaneous Conference Interpreting, Trainings and Services;
- Translation-Agency Management Business Trainer& Facilitator;
- Business Trainer & Business Development Partner (Conference-Services & Simultaneous Interpreting, Marketing, PR/GR/IR/MR, International Communications);
- Consecutive and written Translation. Negotiations. Editing. Proofreading. SMM;
- Consultant (International Business Development);
- Relations-Manager (Public-, Government-, Investor-, Media-, Client-Relations);
- Client Relations Management, Business Development, Consulting (Various clienteles in Kazakhstan, Russia, EC, USA, Great Britain, India, etc.)

07/2011 → present:

Key Account Manager & Business Development, KazRusKor company: Part-time/Home Office-Project Cooperation and Consulting (<http://too-kazruskor.satu.kz>):

- Supported Oil and oil-products trade at foreign markets;
- Managed International Key Client Relations, External Marketing Relations, Sales and Marketing;
- Supervised Tenders, contracting, negotiations and external relations: for clients, stakeholders, consumers, vendors, service-providers, suppliers;

- Organized GR, PR, IR, MR, CRM, BD, Marketing & Promotion for the company,
- Provided Simultaneous & Written Interpreting, Editing, Proofreading, Negotiations.

04/2010 - 06/2011: **Government Relations and Public Relations Manager:** Sales and Marketing Department/International CHAGALA Group of Companies:Chagala Management Office (<http://www.chagalagroup.com>):

- Managed International Key Client Relations and Stakeholders, Investors, Government and Mass Media;
- Organized GR, PR, IR, MR, BR, CRM & Promotion for the Chagala Group of Companies;
- Supervised Local Content Reporting, contracting, negotiations, client-relations within the Chagala Group of Companies: with- and for- oil & gas and other clients (B2B, B2C);
- Supported in Sales, Marketing and Business Development;
- Managed Services in Hospitality and HoReCa for clients, stakeholders, consumers, vendors, service-providers, suppliers.
- Provided Simultaneous & Written Interpreting, Editing, Proofreading, Negotiations.

01/2004 - 04/2010: **ICRC Diplomatic Mission Representative/Field Liaison Officer in Kazakhstan**(www.icrc.org):

- Managed Government Relations, Public Relations and high Stakeholders' cooperation;
- Promoted ICRC Organization's Image and Values, Diplomatic dialogue, Humanitarian Diplomacy, International Cooperation and Development facilitation;
- Performed Country- and top-level representative functions: Inter-Governmental and Ministerial Cooperation, coordination of joint programs and projects with those national and regional stakeholders with many international agreements ratified as a result;
- Implemented Administrative decision-making, Logistics decision-making and Technical Mission support;
- Supported the Mission's Departments in regional cooperation Programs: with Military, Juridical, Police-and Special Forces, Educational, Medical, Humanitarian Cooperation and Relief, Knowledge Dissemination and Social interaction with authorities, actors and decision-makers;
- Enhanced Diplomatic Corps' cooperation regionally and internationally.
- Simultaneous Conference Interpreting, Consecutive Interpreting. Negotiations. Translation. Editing. Proofreading. SMM.

01/2002 – today:

Freelancer: Simultaneous Conference-Interpreter, Services and Training Facilitator (<http://a2z.kz/en/translation-agency/>) Consecutive Interpreting. Negotiations. Translation.

Editing. Proofreading: for various companies, institutions and organizations:

- ASTANA ECONOMIC FORUM; IDC, SOROS, OSI, OSCE, UN organisations,

Counterparts Int., International RED CROSS organizations, their projects and partners, NGOs, Embassies and Foreign Representative Offices and Companies in International Cooperation, Development, Corporate Business and Commerce.

Professional welcome services for various corporate entities, Donors, Commerce and Business leaders, Diplomatic Missions in Kazakhstan, Russia, EC, USA, UK, India, etc.

04/2000 – 12/2003: **IFRC Administrative Staff: Kazakhstan Regional Representation/Office-Manager, Assistant** (www.ifrc.org):

- Provided Administrative Assistance, Logistics- and Mission- support;
- Responsible for Conference Interpreting and documents' translation;
- Supported and assisted to the Mission's Departments in regional Cooperation Programs: Organizational Development, Disaster Management and Response, Information, Health and Medical, Humanitarian Cooperation, Relief and Knowledge Dissemination and Social interaction with authorities, actors and decision-makers;
- Contributed in Cooperation with Diplomatic Missions, Embassies, Local Authorities, Clients and Stakeholders. Organization promotion, Humanitarian Diplomacy;
- Promoted Diplomatic Corps' cooperation regionally and internationally;
- Simultaneous Conference Interpreting, Consecutive Interpreting. Negotiations. Translation. Editing. Proofreading. SMM.

07/1999 - 04/2000:

American Red Cross Aral Sea Project Interpreter & Assistant (www.redcross.org):

- Provided Administrative Assistance, Logistics and Mission support;
- Responsible Interpreting and documents' translation;
- Supported and assisted to the Project's Delegates, employees, clients, partners;
- Contributed Cooperation and Coordination with the Project's HQ, stakeholders, partners, local authorities (GR), actors and decision-makers;
- Input into Organization promotion, Humanitarian Diplomacy and Knowledge dissemination;
- Simultaneous Conference Interpreting, Consecutive Interpreting. Negotiations. Translation. Editing. Proofreading. SMM.

Education:

10/2013 – 02/2016:

- **University of Leipzig, MBA International SEPT Program:** MBA in Small and Medium-sized Enterprise Promotion and Training.

09/2003 - 06/2005:

- **University of International Business of Almaty:** Bachelor (Specialist Diploma) in Finance and Credit, Qualification: Economist.

09/1995 – 06/1999:

- **Kyzylorda State University:** Bachelor (Specialist Diploma): Interpreting Science/English Language, Qualification: Interpreter.

09/1995 – 06/2015:

- Multiple certificates and training courses in the area of Project-management; financial management, reporting and funding for small business and NGOs; Foreign Languages; PR, Communication and Facilitation; Leadership; Monitoring and Evaluation, Business-Management and Administering, etc. (can be provided upon request as well as

references).

Computer skills: Competent with most of the Microsoft Office programs, Radio Pactor, SMM.

Awards and recognitions: Various Professional, Competition and Training Certificates.

Miscellaneous and Interests:

- Foreign Languages, Communications, Cultures and Travelling;
- Innovations, Start-Ups, Entrepreneurship; SMEs;
- Green Economy: Green Energy, Green Technologies Promotion, Transfer and Commercialization;
- International Cooperation, Development and Commerce.