



MUMINOVA DILBAR ISMOILOVNA

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Administrative Assistant/Translator/Interpreter with 3+ years of experience in assisting international consultants during field trips, collecting data, assistance in report writing, translation of project related documents and presentations in MS Word and MS Excel. I additionally provided interpretation during focus group discussions, organized coffee breaks, and arranged for needed logistical support. I hope to leverage my knowledge and experience into a role as Administrative Assistant/Receptionist for USAID/CA/TCO .

PROFESSIONAL EXPERIENCE

Ministry of Foreign Affairs of the Republic of Tajikistan

Translator/Interpreter, January 2016 – Present

- Translate of all the document of the ministry, including, but not limiting to, international, bilateral and multilateral agreements, diplomatic notes, memos, statements, correspondence, contracts, emails, drafts, etc. into three languages (English, Russian and Tajik);
- Accompany foreign Ambassadors during their meetings with Tajik ministers;
- Translate congratulatory and condolence internal and external notes;
- Assist the General Department of MFA RT in registering incoming and outgoing correspondence;
- Other tasks by the Head of General Department of MFA.

Social Impact, USAID TB Control Program Midterm Evaluation Programme

Local Logistician, May 25, 2016 – July 4, 2017

- Prepared advanced for driver, petrol and logistical expenses;
- Hired a minivan and a driver for ET members travel in Tajikistan;

- Purchased local SIM-cards and Internet modems for ET members;
- Met the Evaluation Team at the airport;
- Updated schedule of meetings of ET with implementing partners, stakeholders, government officials of the Tajik authorities, NGOs, national and international donor organizations (USAID, UNDP, WHO, Project HOPE) on daily basis;
- Provided logistical support to ET members during their travel inside Dushanbe, travel to RRS (Regions of Republican Subordination), Sughd, Kulob and Rasht provinces;
- Booked hotels for ET members in Sughd, Kulob and Rasht provinces;
- Assisted in printing of project related materials.

Social Impact, Evaluation of USAID/Tajikistan Land Reform and Farm Restructuring Project

Local Logistician/Interpreter, October 16, 2016 – November 22, 2016

- Met the Evaluation Team at the airport;
- Purchased local SIM-cards and Internet modems for ET members;
- Prepared calculation of advanced for driver, petrol and logistical expenses;
- Hired a minivan and a driver for ET members travel to Khatlon districts;
- Scheduled meetings of ET with implementing partners, national and international donor organizations, farmers, Tashabbuskors, stakeholders, government officials in Dushanbe and Khatlon provinces on daily basis;
- Provided interpretation services to ET members during their meetings with implementing partners, national and international donor organizations, farmers, Tashabbuskors, stakeholders, government officials in Dushanbe and Khatlon provinces into three languages (English, Russian and Tajik);
- Provided logistical support to ET members during their travel to the districts of Qurghonteppa province;
- Booked hotels for ET members in Qurghonteppa;
- Booked venues for conducting FDGs and Interviews with farmers in Qurghonteppa, Shaartuz, Qabodiyon and Yovon;
- Assisted in printing of project related materials.

Social Impact, Cost of Diet assessment in Khatlon region on behalf of USAID/Feed the Future in Tajikistan

Local Logistician/Interpreter, September 16, 2016 – October 15, 2016

- Purchased local SIM-cards and Internet modems for ET Leader;
- Hired a driver for ET members travel to Khatlon districts;
- Assisted Team Leader in collecting data and provided Interpretation during her interviews with local people;
- Provided interpretation services to Team Leader during in-house meetings with local people and farmers of Qurghonteppa districts;
- Booked hotel for ET members in Qurghonteppa.

Dushanbe, Tajikistan, USAID/FAST (Farmer Advisory Services in Tajikistan)

Tajik, Russian and English Translator/Interpreter, December 23, 2013– September 30, 2015

- Acted as Interpreter/Translator (English/Russian & Tajik);
- Provided translating/interpreting services during field trips;
- Translated letters, incoming and outgoing correspondence, books, brochures, leaflets, presentations, monthly, quarterly, annual reports and other office documents (from Russian and Tajik to English, and vice versa);
- Provided interpretation services during meetings and presentation, conducted by international and local agricultural consultants;
- Other tasks, assigned by COP or DCOP;

EDUCATION

- **Tajik Agrarian University named after Sh. Shohtemur, Dushanbe, Tajikistan, Faculty of Finance and Accounting. Cotact address:** 146 Rudaki Avenue, Tel/Fax: (992 37) 224-72-07, Website: www.tajagroun.tj/en;
- **Tajik State Pedagogical University named after K. Juraev, Faculty of Foreign Languages, with specialty of Teaching English and German as Second/Foreign Language, Contacting address:** 121 Rudaki Avenue, Tel: (992 37) 224-13-83, 224-89-93; Fax: (992 37) 224-13-83, Website: www.tgpu.tj;
- Public Institute of Professional accounting and auditors of the Republic fo Tajikistan, **1C-Accounting IFSR**;

- University of Central Asia, School of Professional and Continuing Education, **Certificate of German level #1.**

ADDITIONAL SKILLS

Computer:

- Expert in MS Word, MS Excel and MS Power Point;
- Bilingual in English and Russian;
- Internet, Outlook, email.

Driving License:

- Category B

Social skills and competences:

- Team spirit, good ability to adapt to multicultural environment and excellent communication skills, excellent logician skills gained through my experience as Translator/Interpreter/Logistician.

Place: Dushanbe, Tajikistan

Date: 16. 11. 2017

Signature _____