

Shahla Alakbarova

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ABOUT ME

Detail-oriented and dependable professional with extensive experience in operations support, sales coordination, and quality documentation within the oil and gas industry. Known for strong organizational skills, clear communication, and the ability to manage complex workflows. Fluent in Azerbaijani, Russian, and English, with a collaborative approach and commitment to high-quality results.

EDUCATION AND TRAINING

1992 – 1997

DEGREE IN MINING ENGINEERING AND HYDROGEOLOGY Azerbaijan State Oil Academy

LANGUAGE SKILLS

Mother tongue(s): **AZERBAIJANI**

Other language(s): **RUSSIAN | ENGLISH**

SKILLS

Windows Operations System | Microsoft Office | Microsoft Excel | Microsoft Word | Microsoft Powerpoint | Microsoft Access

WORK EXPERIENCE

ORCA OFFSHORE FZE

QUALITY DOCUMENT CONTROLLER ASSISTANT – 06/2023 – 07/2025

- Prepares and formats technical documentation and reports for operations and QC departments
- Translates and edits reports from inspectors and engineers, ensuring accuracy and clarity
- Provides customer support for certification-related matters and document requests
- Maintains and updates documentation on medical records, calibration, and training (including NDT, sea survival, and Vantage for BP)
- Compiles QA/QC and administrative document packs under assigned work orders for internal processing
- Oversees the submission and tracking of certification packs and calibration records
- Handles documentation and approval processes related to Saltire pipes in coordination with BP and the pipe yard
- Conducts weekly reporting on CDC pipes and manages metering device inventory updates
- Prepares and tracks employee timesheets and overtime approvals
- Ensures compliance with company procedures, PPE policies, and HSE regulations
- Provides first aid and supports safety-related tasks across the workplace

ORCA AZERBAIJAN LLC

OPERATIONS ADMINISTRATOR – 02/2020 – 06/2023

- Typed and formatted operational and technical documentation for internal and client use
- Provided administrative support to the Line Manager and Operations Team for daily tasks and coordination
- Assisted the Quality Control Department with documentation and reporting processes
- Transcribed and edited handwritten reports from inspectors and workshop engineers
- Translated and corrected documents as needed to ensure clarity and accuracy
- Supported customers by preparing and issuing certification-related documentation
- Ensured full compliance with company procedures and Health, Safety, and Environmental (HSE) regulations, reporting any issues affecting workplace safety or performance

RIGMARINE AZERBAIJAN

MAINTENANCE ADMINISTRATOR – 01/2016 – 11/2017

- Maintained and updated reports on the condition and maintenance schedules of company vehicles and equipment
- Recorded weekly inspection data and ensured accuracy in the maintenance database
- Assisted in coordinating and monitoring all scheduled maintenance activities
- Provided technical input to the purchasing team for ordering spare parts and equipment
- Reported daily maintenance activities and task progress when required
- Supported the planning and supervision of support personnel for maintenance tasks
- Ensured compliance with all company procedures and Health, Safety, and Environmental regulations

RIGMARINE AZERBAIJAN

SALES REPRESENTATIVE – 02/2015 – 01/2016

- Managed daily pricing of inspection services and responded promptly to sales and hire enquiries
- Prepared and controlled client documentation, including quotations, job packs, and certificates
- Tracked purchase orders and coordinated third-party services for inspection-related work
- Reported customer feedback and complaints to the Sales Manager and suggested potential solutions
- Maintained and updated the quotation register and enquiry log on a daily basis
- Used Sage Accounting and Access databases to process orders, update job statuses, and raise work orders
- Ensured clear communication across departments and demonstrated strong customer service skills
- Followed up on shipments, contract finalizations, and order statuses with both internal teams and clients

RIGMARINE AZERBAIJAN

OPERATIONS ADMINISTRATOR – 01/2014 – 02/2015

- Provided administrative support to the Operations and QA/QC teams to ensure smooth daily operations
- Typed, formatted, and organized technical and operational documentation
- Translated and edited reports from inspectors and engineers as needed
- Scanned, filed, and maintained accurate records of all documents
- Assisted clients with certification-related inquiries and document requests

“ELAY-N”LTD

MANAGING DIRECTOR / OWNER – 2001 – 2013

- Founded and managed a real estate company focused on property sales, purchases, and valuation
- Managed daily operations, including negotiations and customer service
- Built and maintained strong client relationships to support long-term growth