

# SHALALA RAMAZNOVA



## PERSONAL INFORMATION

Sex : Female  
Date of Birth : 15/11/1976  
Marital Status : Single  
Nationality : Azerbaijani  
Driving License : B

## CONTACT INFORMATION

Address : Baku, Azerbaijan, A. Sharifzade 160A  
GSM : (+994 50) 2502372  
E-mail : [Shalalaramazanova@yahoo.com](mailto:Shalalaramazanova@yahoo.com); [shalalaramazanova909@gmail.com](mailto:shalalaramazanova909@gmail.com)

## EDUCATION

University	"Western" University, Business Administration, Faculty- Finance & Credit (Bachelor diploma) 2004-2009 State Pedagogical College, Faculty English Teacher 1999-2001 Medical College of Red Crescent Organization, Faculty-Nurse 1992-1994
------------	--

## WORK EXPERIENCE

### BRIEF

**2020-present** JOCAP (Joint Operating Company of Absheron Petroleum)  
QHSE/Culture Advisor

**April 2020- May 2021** MEGA PETROLEUM INSPECTION CO.  
QHSE INTERNAL AUDITOR (freelancer)

**May 2019- January 2020** ORCA OFFSHORE FZC  
QHSE ADMINISTRATOR

**Jan 2014-Sep 2018** SIEMENS ENERGY (former Rolls-Royce Plc)  
QHSE TEAM LEADER AZERBAIJAN, GEORGIA & UKRAINE

**Feb 2010 – Jan 2014** EDTP by BP  
QHSE SPECIALIST/AUDITOR

**Oct- Dec 2009** LASER GULF ENGBINEERING INC.  
QHSE INTERNAL AUDITOR (freelancer)

**May 2008- Sep 2009** J.R. MCDERMOTT CASPIAN CONTRACTORS INC  
LOGITICS COORIDNATOR

**Dec 2006-Mar 2008** LIDER TRANSPORT & CONVEYING LLC  
OPERATIONS MANAGER/QHSE Admin

**Nov 2004-Dec 2006** GLOBALINK LOGISTICS GROUP  
OPERATIONS COORDINATOR/QHSE INTERNAL AUDITOR

**January 2020 –**

Currently	<p>JOCAP (Joint Operating Company of Absheron Petroleum)  HSEQ &amp; Safety Culture  <b>RESPONSIBILITIES &amp; OBJECTIVES:</b></p> <p>Manage safety and quality performances during each phase of the project (early Hook Up, Hook Up, Start-Up and Commissioning) Develop and deploy company HSE Culture Program</p> <p>Ensure quality formal investigations into serious safety incidents to identify root causes and actions to prevent their reoccurrence.</p> <p>Ensure HSEQ related deliverables are properly tracked and closed as per the project milestone.</p> <p>Support internal and external audit processes and participate in formalizing of action plans, ensure implementation of agreed improvement action plans.</p> <p>Promote management HSEQ commitment, assure visibility of QHSE within all level in the company and contractors.</p> <p>Keep track of changes related to HSEQ, in regulations, standards and inform the project on their impact on JOCAP and Project HSEQ management system.</p> <p>To engage, understand and meet employees' needs and provide expertise for supporting day-to-day operations, trainings.</p> <p>Act as a role model for HSE&amp;Q, encouraging a strong 'speak up' and safety culture, in accordance with the Safety Leadership Principles, CLIENT Values and Behaviours.</p> <p>Carry out regular HSEQ audits ensuring the performance reflects on ongoing Projects activities (construction yard and offshore-Oil Rocks).</p> <p>Provide guidance and advice to the workforce concerning HSE&amp;Q procedures / programs, promotional campaigns onshore and offshore as required, support offshore technician team.</p> <p>Participate in HAZID/HAZOP meetings, keep updated action plan</p> <p>Develop Projects HSE&amp;Q documentation e.g., plans, procedures</p> <p>Responsible for monitoring related activities within project sites and conducting daily inspection and ensuring the work being carried out is in line with approved JSA, Risk Assessment, and Method Statement and approved Permit to Work System, Incident Investigation, MOC..</p> <p>Review, evaluate and score QHSE documentation submitted to the company for bidding process, inspection and approval of safety equipment and system, e.g. firefighting system and others..</p> <p>Vendor/Contractor QHSE Assessment/Qualification; QHSE Metric Reporting.</p> <p><b>Accomplishments</b></p> <ul style="list-style-type: none"> <li>▪ Developed: online Office and Platform Safety Video-Induction</li> <li>▪ HSE portal (Newsletter) on Microsoft system</li> <li>▪ Arranged smooth transition from Golden Rules to Life Saving Rules, promotion and engaging staff on all levels to follow them.</li> <li>▪ Online Employee On-boarding video, Arranged number of HSE Events, campaigns and workshops to promote HSE Culture, Life-Saving, events devoted to each phase of the project.</li> <li>▪ Arranged (written scenario and text) specific to JOCAP procedures video-animations for each element of LSR, promoting LSR onshore/offshore.</li> <li>▪ Company Director HSE message to employees (written scenario and text)-</li> <li>▪ Arranged video to display a value of HSE for employees within and</li> </ul>
-----------	---

<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>▪ beyond the company (written scenario and text)</li> <li>▪ Create procedures, supported building QA system in the company, monitor KPIs per department and report the status, identify and remedy defects defined during processes;</li> <li>▪ Compile and analyze statistical data, Ensure ongoing compliance with quality and industry regulatory / standard requirements;</li> <li>▪ Recommend, implement, and monitor preventative and corrective actions to ensure that quality assurance standards are achieved.</li> <li>▪ Conducting audits in line the integrated audit programme.</li> <li>▪ Compiling audit reports, highlighting any issues for escalation including the status of non-conformities to promote timely closure.</li> <li>▪ Ensuring audit action plan implementation within all involved departments. Initiate countermeasures to limit risks, including monitoring of the measures as defined in the audits.</li> <li>▪ Define quality policy and objectives.</li> <li>▪ Assist project managers in the preparation of quality assurance plans for projects.</li> <li>▪ Monitor compliance with quality assurance plans and proposing improvement and, if necessary, corrective measures to ensure that services are provided in accordance with the contract and in a cost-effective manner.</li> <li>▪ Prepare, conduct and evaluate lessons learned workshops, audits, reviews, quality gates, customer complaints, customer surveys, quality audits, project discussions and non-conformities with regard to systematic improvement approaches, Participate and conduct the root cause analysis and report causal factors, root causes, corrective actions and follow- up for closure.</li> <li>▪ Managing the response to audit findings in a timely and appropriate manner and provide information into the relevant reviews.</li> <li>▪ Generating and implementing effective improvements to overcome any audit non-compliance and monitor effectiveness</li> <li>▪ Providing support and guidance to the teams. Work closely with each department by using SIPOC method to implement Quality in the company.</li> <li>▪ Utilize SWOT, PESTEL tools.</li> </ul>
<b>April 2020- May 2021</b>	<b>MEGA PETROLEUM INSPECTION Co.</b> <b>QHSE INTERNAL AUDITOR (freelancer)</b> <ul style="list-style-type: none"> <li>▪ Create QHSE system from zero, prepare required documentation and successfully go through ISO9001 External Audit, TUV Austria</li> </ul>
<b>May 2019- January 2020</b>	<b>ORCA OFFSHORE FZC</b> <b>QHSE ADMINISTRATOR</b> <b>RESPONSIBILITIES &amp; OBJECTIVES:</b> <ul style="list-style-type: none"> <li>▪ Collaborate with the line in managing risks and driving performance improvement. Deliver project phase requirements, milestones as defined in schedule in line with company Management.</li> <li>▪ Work with project team members, facility operations and contractors to identify and implement the relevant HSE&amp;C requirements as defined by project processes and practices</li> <li>▪ Embed the HSE&amp;Q self-verification and oversight framework ensuring HSE risks and barrier strengths are verified</li> <li>▪ Advises on emerging risks and HSE&amp;Q improvement opportunities and provides direction to improve the HSE&amp;Q performance.</li> <li>▪ Support the projects delivery team to develop and implement emergency response plans related to project / operations activity.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Provide professional advice on quality assurance aspects of the Company's onshore and offshore activities</li> <li>▪ Assist in establishing and executing the Company's Internal QHSE Audits &amp; Verification program</li> <li>▪ Monitor and maintain environmental data, provide reports to management and Ministry of Ecology, maintain Ecological Aspects/Impact Register and other ecological documentation.</li> <li>▪ Work with Ministry of Emergency Situations, to ensure all safety precautions as per regulation meet MES requirements.</li> </ul> <p><b>January 2014- September 2018</b></p> <p>SIEMENS Energy (former Rolls-Royce plc) QHSE TEAM LEADER (Azerbaijan, Georgia and Ukraine offices)</p> <p><b>RESPONSIBILITIES &amp; OBJECTIVES:</b></p> <ul style="list-style-type: none"> <li>▪ Develop Projects HSEQ documentation e.g., HSE&amp;Q plans, HSE&amp;Q bridging documents, HSE&amp;Q Self-verification &amp; oversight plans etc.</li> <li>▪ Support the training and development of all staff to ensure awareness and understanding of QHSE Standards and the relevance to business objectives.</li> <li>▪ Maintain quality, safety and environmental systems; implement and audit to achieve compliance with ISO 9001, 14001 and 45001.</li> <li>▪ Maintain a contract risk register, reviewing QHSE risks and escalating where appropriate.</li> <li>▪ Review QHSE system of Ukraine office, act as a link between Siemens Ukraine and Austria: cascade down or escalate provided information, conduct assessment of HSE MS, coordinate communications during Crisis Management Events, statistical researches, promote Siemens Safety system (Zero Harm) by implementing circulars, procedures, tools..</li> <li>▪ Monitor, audit and report on contract QHSE performance and provide assurance to Project.</li> <li>▪ Provide leadership to support the management of supply chains and compliance with QHSE standards through internal audits, self-verification program;</li> <li>▪ Assist in closing NCRs in timely manner,</li> <li>▪ Ensure appropriate resources are provided to support a compliant business and to identify any systemic weaknesses.</li> <li>▪ Monitor QHSE Key performances of the company and contractors.</li> <li>▪ Assist with risk assessment, audit review, monitoring &amp; managing health and safety and quality within the organisation (HAZID, HAZOP, Quality Risks), used tools like SWOT, PESTEL, SIPOC..</li> </ul> <p><b>February 2010 – January 2014</b></p> <p>EDTP (Enterprise Development Training Program by BP) QHSE Specialist/ Auditor</p> <p><b>RESPONSIBILITIES &amp; OBJECTIVES:</b></p> <ul style="list-style-type: none"> <li>▪ Review and understand BP's Procurement department requests for tender</li> <li>▪ Conduct market survey, develop local companies according to BP's QHSE requirements (ISO9001; 45001;14001)</li> <li>▪ Conduct preliminary gap analysis in different sub sectors of business preparing of comprehensive market research reports, outlining full information about vendors, define weak and strong points.</li> <li>▪ For development of any local company produce QHSE Action /Development Plan, which act as a guideline for local companies to bridge their QHSE gaps.</li> <li>▪ After development of a certain company, introduce it to BP Procurement department for tender process.</li> <li>▪ Provided number of trainings to local companies on QHSE different topics, conducted audits</li> </ul>
--	---

<b>November-December 2009</b>	<p>LASER GULF ENGINEERING INC. QHSE INETRNAL AUDITOR RESPONSIBILITIES &amp; OBJECTIVES:</p> <ul style="list-style-type: none"> <li>▪ Assisted company successfully go through External ISO9001 &amp; OHSAS 18001 Audit</li> <li>▪ Conducted gap assessment, then internal audit, prepared required documentation for audit.</li> </ul> <p>J.RAY MCDERMOTT CASPIAN CONTRACTOR Inc LOGISTICS COORDINATOR (TRAFFIC COORDINATOR) RESPONSIBILITIES &amp; OBJECTIVES:</p>
<b>May 2008-September 2009</b>	
<b>December 2006-March 2008</b>	<p>LIDER TRANSPORT &amp; CONVEYING LLC OPERATIONS MANAGER /QHSE ADMIN RESPONSIBILITIES &amp; OBJECTIVES:</p>
<b>November 2004-December 2008</b>	<p>GLOBALINK LOGISTICS GROUP OPERATIONS COORDINATOR/QHSE</p> <ul style="list-style-type: none"> <li>▪ Freight Forwarding shipment (personal effect, oil&amp; gas equipment) by different types of transportation means</li> <li>▪ Preparation pack of docs for customs clearance</li> <li>▪ Freight Forwarding shipment by different types of transportation means by different mode (air, sea, road, rail)</li> <li>▪ Search for new agents worldwide, conclude contracts</li> <li>▪ Work closely with insurance companies</li> <li>▪ Search market for new customers (selling company logistics service)</li> <li>▪ Prepare company QHSE documentation, conducted internal audit, align with standard reqs.</li> </ul>

#### LANGUAGE SKILLS

English	<b>Reading:</b> Advanced	<b>Writing:</b> Advanced	<b>Speaking:</b> Advanced
Azeri	<b>Reading:</b> Native	<b>Writing:</b> Native	<b>Speaking:</b> Native
Russian	<b>Reading:</b> Advanced	<b>Writing:</b> Advanced	<b>Speaking:</b> Advanced
Turkish	<b>Reading:</b> Advanced	<b>Writing:</b> Advanced	<b>Speaking:</b> Good

#### TRAININGS

SGS ISO 45001 Lead Auditor	MARCH 2023	Certified
RNT "BOSIET"	MAY-2022	Certified
INTERTEK "ISO9001 Lead Auditor"	MARCH-2019	Certified
Azerbaijan State Agency of Safe Works in the Industry and Mountain-Mining Supervision Petrofac "Technical Safety Training"	JUNE-2015	Certified
LRQA "ISO 9001:2008 Appreciation & Interpretation Training; Internal & Supplier Auditor training"	OCTOBER-2014	Certified
IEMA "Foundation in Environmental Management"	NOVEMBER-2013	Certified

BUREAU VERITAS "OHSAS 18001"	JUNE-2013	<i>Certified</i>
TWI "NEBOSH IGC"	NOVEMBER-2011	<i>Certified</i>
MOODY INTERNATINAL "ISO9001"	APRIL-2006	<i>Certified</i>

### **COMPUTER SKILLS**

Operation Systems: MS Office Professional, Outlook

*Recommendations, certificates, and other supporting documents are available upon request.*