

Tatevik Hakobyan



Address: Yerevan, Armenia

Cel: (+374 93) 54 61 81

E-mail: tatev.hakobyan14@gmail.com

Personal information

Marital status: Single

Nationality: Armenian

Date of Birth: 14.08.1991

Place of Birth: Yerevan, Armenia

Residence: Yerevan, Armenia

Objective:

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

Professional Profile:

- *Excellent negotiation and coordination abilities.*
- *Strong sense of responsibility and self motivated.*
- *Strong organizational skills with attention to detail.*
- *Creative, flexible and efficient work habits.*
- *Work well under high-pressure situations.*

EDUCATION

1998-2007 Secondary School N35, Erevan/ Erebuni 16.

2007– 2015 Yerevan State University

Faculty of Oriental Studies

Department of Arabic Studies

2007-2013 BACHELOR'S DEGREE

2013-2015 MASTER'S DEGREE

Master's Thesis: *The Issue of Western Sahara: from Colonization to Independence*

2011-2012 Kuwait University

Faculty of Foreign Languages and took some courses in **College of Literature** at the **Kuwait University**.

Specialization: *Orientalist, Arabist*

WORK EXPERIENCE

Embassy of the Republic of Armenia to the State of Kuwait

01.09.2011- 01.09.2012

Consular Service

- Translate (from Arabic into Armenian, and vice versa) the political and economic news of Kuwait from the newspapers.
- Take all measures to accept citizenship applications from Armenians who are living in Kuwait and clearly answer for their Questions (such as how to apply, what documents are needed, how the applications will be processed etc..) and to secure the process of applying for the citizenship.
- Write diplomatic notes.
- Provide advice and assistance and support to Kuwaiti nationals for travelling to Armenia.

01.01.2014 -01.01.2015

Translator(from Arabic into Armenian)

- Translate books from Arabic into Armenian and Vice Versa

UAE PRIVATE COMPANY
(Armenian Branch)

01.11.2019 – up till now

Position: **Head of the Project Management Department**

JOB RESPONSIBILITIES:

- Planning Project Resources;
- Assembling and Leading Project Team;
- Time Management: define, schedule and accurately estimate the task duration to develop and maintain a realistic schedule;
- Manage Issues and Risk;
- Manage budget;
- Attendance in business trips.

Russian-Armenian University

01.02.2020 – up till now

Position: **Lecturer of Arabic Language and Literature**

Academic courses

- Modern Arabic Language
- Arabic Literature

PROFESSIONAL EXPERIENCE

- From 2012 up till now** *Translator/interpreter during the official visits of the Iraqi and Kuwaiti delegations to Armenia:*
- 06.06.2012 – 10.06.2012** *I have provided English-Armenian/ Arabic–Armenian translation and interpretation during the official visit of the Kuwaiti delegation to Armenia led by Sheikha Fariha al-Ahmad al-Jaber al-Sabah of Kuwait.*
- 20.11.2013 -25.11.2013** *Translator / interpreter from Arabic into Armenian//from English into Armenian// during the official visit of Kuwaiti governor Ali Al-Jaber Al-Ahmad Al-Sabah to Armenia.*
- Since 01.03.2015** *Translator / Interpreter (IOM – International Organization for Migration, United Nations system).*

Provided high-level consecutive and written translation between English, Arabic, and Armenian.
- 31.03.2015** *Within the framework of cooperation with **The Office of the United Nations High Commissioner for Refugees (UNHCR)**, I provided translations and interpretations from Arabic into English and vice versa, as requested by UNHCR.*
- 20.04.2015-25.04.2015** *Within the framework of cooperation with the Office to the President, I accompanied the Iraqi delegation during the events dedicated to the 100th commemoration of the Armenian Genocide.*
- 01.10.2017-25.12.2017** *Arabic Language Instructor, Faculty of International Relations, Yerevan State University. Delivered structured Arabic language courses to university students specializing in international relations.*

CERTIFICATES

- 15.10.2011 *Kuwait University “Afaq” Press Certificate of Attendance*
Attended a short course on “Arab countries and regional issues”.
- 10.06. 2012 *Letter of appreciation from The Ministry of Foreign Affairs of the Republic of Armenia for excellent Arabic-English translation during the official visit of Kuwaiti delegation to Armenia.*
- 13.04.2015-13.05.2015 *Certificate for practice at the Middle East Department of the Ministry of Foreign Affairs of The Republic of Armenia.*
- 24.04.2015 *Letter of appreciation from the Member of the Iraqi National Assembly for excellent Arabic-English and Vice Versa translation during his official visit to Armenia.*
- 01.07.2015-02.07.2015 *National Academy of Sciences, Institute of Oriental Studies*
Certificate for the paper presented at the 36th International Conference of Young Orientalists.
- 09.03.2016 **Institute for the Arabic Language, Dubai, UAE.**
Certificate for the paper presented at The Conference.
- 16.05.2024-22.05.2024 **Altai State University**
Certificate for the paper presented at the Conference of the School of Young Leaders of Asian Countries.
- 25.11.2024 **Central Kazakhstan Academy**
Letter of appreciation for participation in the Third International Scientific and Theoretical conference: “Language. Education. Culture.

ARTICLES

- **MOROCCO'S POSITION ON THE ISSUE OF WESTERN SAHARA**

Published in National Academy of Sciences, Institute of Oriental Studies,

The Countries and Peoples of the Near and Middle East.

- **ALGERIA'S KEY ROLE IN THE WESTERN SAHARA CONFLICT**

Published in Yerevan State University, Faculty of Oriental Studies,

YSU Academic Journals: Oriental Issues.

- **THE ARAB LEAGUE'S (LAS) POSITION ON THE ISSUE OF WESTERN SAHARA**

Published in National Academy of Sciences, Institute of Oriental Studies

- **THE ARABIC INFLUENCE ON THE ARMENIAN LANGUAGE**

Published in Zayed University, Scientific articles in Arabic Language.

COMPUTER SKILLS

Windows, Microsoft Word, Excel, Access, Power Point.

LANGUAGES

Armenian (native)

English (fluent)

Arabic (fluent)

Russian (fluent)

Persian (reading and writing skills)