

**RE: Gazprom Neft in Middle East: AutoCAD training**

hr.training@gazpromneft-badra.com

September 10, 2018 8:59 AM

To: tara.azad@sulicihan.edu.krd

Dear Miss Tara,

Our management confirmed the choice of Cihan University for the both 5-day courses.

We can continue with scheduling and payment questions.

Can you please prepare **payment invoice** on \$1800 (cost of 2 courses) which I will give to our finance department.

There should be all the details about basking details, course name and student names.

Please call me in case of questions.

Anton Golikov/ b2b Igor Ostapenko

Chief Specialist, Training & Development, HR/ ext: (09962) 2468/ mob: (+964) 7809286131 (Iraq)

From: Tara Azad [mailto:tara.azad@sulicihan.edu.krd]**Sent:** Sunday, September 09, 2018 9:17 AM**To:** HR Training <hr.training@gazpromneft-badra.com>**Subject:** Re: Gazprom Neft in Middle East: AutoCAD training

Good morning Mr. Anton,

I would like to confirm the content of the training courses packages we offer in Cihan University Sulainami for the two training courses needed for your employ.

The First training course will be an AutoCAD 2D & 3D course held at Cihan university Sulainami- department of Architecture for one participant divided by five days starting from Sunday to Thursday. Each day will be seven hours from 8:30am to 3:30pm. At the end of the course, the participant will get a certificate from Cihan University Sulainami.

The Second training course will be a Microsoft Office course held at Cihan university Sulainami- department of Computer for one participant divided by five days starting from Sunday to Thursday. Each day will be seven hours from 8:30am to 3:30pm. At the end of the course, the participant will get a certificate from Cihan University Sulainami

I tried to arrange a discount for the two courses by reducing the number of hours a day from 8 to 7 as you can see above so the total cost of each course will be 900\$.

Attached are the Course programs for Auto CAD course.

About the date my suggestion is 14.10-27.10 .

Looking forward for your reply.

Regards,
Tara RauofSeptember 6, 2018 3:13 PM, hr.training@gazpromneft-badra.com wrote:

Hi Tara,

As we agreed earlier, the courses should be done in the following periods:

16.09-29.09

14.10-27.10

11.11-24.11

9.12-22.12

1st Employee – MS Office package (5 days)

2nd Employee, 2 courses:

Autocad 2D+ 3D – 5 days

GIS (Geography Info System).

Anton Golikov/ b2b Igor Ostapenko

Chief Specialist, Training & Development, HR/ ext: (09962) 2468/ mob: (+964) 7809286131 (Iraq)

From: HR Training

Sent: Thursday, September 06, 2018 1:06 PM

To: Tara Azad <tara.azad@sulicihan.edu.krd>

Subject: RE: Gazprom Neft in Middle East: AutoCAD training

19.08-01.09, 16.09-29.09, 14.10-27.10, 11.11-24.11, 9.12-22.12

From: Tara Azad [<mailto:tara.azad@sulicihan.edu.krd>]

Sent: Tuesday, September 04, 2018 9:26 AM

To: HR Training <hr.training@gazpromneft-badra.com>

Subject: Re: Gazprom Neft in Middle East: AutoCAD training

Hello Mr. Golikov,

Thank you for choosing us. We have a range of courses for many computer applications including Auto Cad 2D & 3D. For arranging the number of attendance, Number of Days, prices...etc. my tel number is 07707709292.

Regards,

September 2, 2018 9:15 AM, hr.training@gazpromneft-badra.com wrote:

Hello Mr Tara

My name is Anton, I am from Gazprom Neft company which operates in Kurdistan.

I have found in internet that in Cihan University – Sulaimaniya you periodically have workshops dedicated to AutoCAD ([link](#)).

One of our employees need to attend a workshop on AutoCAD 2D or 3D, for 5 days.

Do you think it is practically possible?

If yes we can negotiate the conditions, price etc.

Please feel free to call or email me.

Anton Golikov, M.Ed.

Chief Specialist, Training & Development

Gazprom Neft Badra

Badra, Wasit, Iraq

Tel.: (+964) 7809286131

Internal: (09962) 2468

hr.training@gazpromneft-badra.com

CONFIDENTIALITY. This communication is intended exclusively for use by the addressee and may contain confidential and/or privileged information. If you receive this communication unintentionally please inform the sender by reply immediately and permanently delete it from your system; you should not copy this communication or disclose its contents to anyone.

ir Tara Azad Rauof

M.Sc in Architectural Engineering
Department Rapporteur
Dep. of Architectural Engineering - Faculty of Engineering
University of Cihan - Sulaimany
Sulaimany City - Kurdistan Region - Iraq

CONFIDENTIALITY. This communication is intended exclusively for use by the addressee and may contain confidential and/or privileged information. If you receive this communication unintentionally please inform the sender by reply immediately and permanently delete it from your system; you should not copy this communication or disclose its contents to anyone.

ir Tara Azad Rauof

M.Sc in Architectural Engineering
Department Rapporteur
Dep. of Architectural Engineering - Faculty of Engineering
University of Cihan - Sulaimany
Sulaimany City - Kurdistan Region - Iraq

CONFIDENTIALITY. This communication is intended exclusively for use by the addressee and may contain confidential and/or privileged information. If you receive this communication unintentionally please inform the sender by reply immediately and permanently delete it from your system; you should not copy this communication or disclose its contents to anyone.