***Objective:***

*Gain more skills and knowledge also use my knowledge and work experience, put my personal contribution in the business which helps to achieve goals of the company. Prepare myself for multitask jobs in the company as a candidate for higher positions.*

***Personal information:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Date of birth**: 28. 05. 1991.

**Nationality**: Kyrgyzstan.

**Marital status**: Single.

**Languages**: Russian, English, Turkish.

***Work Experience :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***March 2014 – Jan 2016 Sport bar “ Beerman ” Bishkek***

***Assistant Manager***

* Recruiting, training, managing and developing a team.
* Supervise employees work and make sure they followed bar policies and also see that the customer behave well.
* Listen and resolve customer’s complaints and problems.
* Prepare staff schedules and maintain personnel records.
* Daily and weekly reconciliation of sales / end of week/ payroll.

***Feb 2013 - Feb 2014 Bar “ Black Rabbit ” Bishkek***

***Hostess***

* Welcoming all customers in a chearful manner and take reservations.
* Helping strategize and prepare table setups for large parties and groups.
* Informe management of any special customer requests.
* Take guests to their designated table, give information about specials, handle special requests, and provide waiter information.
* Answer phone calls, book reservations, and resolve customer service issues.

***Sep 2011 – Dec 2013 Mall “ Park” Bishkek***

***Ladies clothes* - *Sales Executive***

* Providing a friendly and helpful service to customers.
* Work with customers with the most cheerful and pleasant disposition.
* Advice customer on suitable choice and size.
* Act as primary point of contact between client, sales team and employer.
* Ensuring than merchandise displays are full complete and properly maintained.

***EDUCATIONAL QUALIFICATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

* 1998-2009 Secondary school – Kyrgyzstan, Bishkek.
* 2009-2014 National University of Kyrgyzstan by J.Balasagun

Faculty of foreign languages; *( Diploma available )*

Profession : **Interpreter and Turkish teacher.**

***PROFESSIONAL EXPERIENCE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Occupation: Translator ( Turkish <> Russian, Kyrgyz)***

* Working freelance for a translation agency providing a translation and interpretation service

to clients where needed.

* Involved converting documents and articles from one language into another and ensuring that

the finished converted articles relay the intended message as clearly as possible.

* Researching legal and technical phraseology to ensure the correct translation is used.

***COMPUTER SKILLS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

* MS-Office, MS Power point, MS Excel, MS Access, Outlook Express, Internet etc.

***ADDITIONAL SKILLS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

* Excellent customer service and marketing skills.
* Positive attitude and highly motivated.
* Having a responsible attitude, remaining calm under pressure.
* Ability to speak in a confident and assertive manner.
* *Personally I am a sincere and hardworking person who believes in giving the best of my abilities.*

*I hope the above details have covered the area of experience, skills &abilities that I carry with me.*

* *Thank you for paying attention!!!*

**First Name of Application CV No:** **1704462**

Whatsapp Mobile: +971504753686

