**Khairutdinova**

[**Khairutdinova.284138@2freemail.com**](mailto:Khairutdinova.284138@2freemail.com)

Date of birth: 07.12.1976

**Visa Status: Visit Visa**

**Nationality: Russia**

**Dear Sir/ Madam,**

**Re: Application for Job Placement**

As highly qualified and enthusiastic individual with extensive work experience in the field of, administration and supporting the business functions, I am applying for the position of any Customer Service, Administration in Hospitality. My strong communication, administrative, analytical and interpersonal skills combined with my Master’s degree in Economy makes me an exceptional candidate for your team.

During my career, I have developed strong customer care, administration and time management skills. My strengths lie in all the administrative work that goes into making any business to success. I am experienced in all aspects of administrative work; handling customers, ensuring all systems within the company are running smoothly, training new employees, maintaining records and communicating with forces inside and outside the office.

Thank you for taking the time to read my resume. I look forward to receiving your reply.

**Education**

* Nizhnekamsk Petrochemical College 1994-1997

**Technician-technologist on processing of rubber (graduated with honors)**

* "Moscow humanitarian - economic Institute" 2006-2009

**Faculty of law**

* Completed Secondary School Certificate

**Experience**

**"Nizhnekamskneftechim" «Polymerholodtechnika», Nizhnekamsk, Russia**

**Duration: November 2013 – November 2015**

**Position: Economist, Commercial Department**

**Job Responsibilities:**

* Participation in online auction, tenders
* Conducting cold calls and creating professional networking
* Developing pipeline of new opportunities, consideration requests from clients
* Preparation and calculation of commercial offers
* Creating strong team
* Identifying and creating business requirements with senior decision makers
* Building strong relationships at all stakeholders

**Real estate Agency «Housing progress», Nizhnekamsk, Russia**

**Duration: Oct 2006 – July 2009**

**Position: Lawyer**

**Job Responsibilities:**

* Advise concerning business transactions, claim liability, advisability of prosecuting or defending lawsuits, or legal rights and obligations
* Interpret laws, rulings and regulations for individuals and business
* Analyze the probable outcomes of cases, using knowledge of legal precedents
* Present and summarize cases to judges and juries
* Evaluate findings and develop strategies and arguments in preparation for presentation of cases

**Real estate Agency «Housing progress», Nizhnekamsk, Russia**

**Duration: Feb 2004 – Oct 2006**

**Position: Receptionist**

**Job Responsibilities:**

* advertising real estate
* phone calls
* consultations and preparation of documents
* support of clients in the real estate
* support clients in registering bodies

**Personal Strengths:**

* Excellent communication, organizational skills
* Team player with the ability to adjust to a new situation
* Well prepared to adapt to difficult situations
* Project coordination and able to work well with all levels of people
* Goal-oriented
* Quick learner
* Highly responsible
* Ability working under stress