**Personal information**

**Gulburak**

***Date of birth: 20/02/1991***

***Nationality: Kyrgyz***

***Place of birth: Kyrgyzstan***

**CAREER OBJECTIVE**

To use my skills in the best possible way for achieving the company’s goals. To enhance my professional skills in a dynamic and fast paced workplace, in order to solve problems in an effective and creative manner in a challenging position. To succeed in an environment of growth and excellence and earn a job which provides me satisfaction and self-development and help me to achieve organizational goal and professional growth.

**COMMUNICATION SKILLS**

* Russian (fluent)
* English ( fluent)
* Turkish ( fluent)
* Arabic (beginner)

**EDUCATION**

* **2006-2008** Language Training Center «IKRO & KA» English Courses 1-5 levels, Bishkek,
* **2009-2010** Training Center **«Al Manar» IT courses**
* **2008-2013 “Bishkek State University” Specialty: “linguistics and language pedagogy”** Kyrgyzstan, Bishkek
* **2013** Training Center **“Osh Academy” “computer programming”** Osh, Kyrgyzstan

**PROFILE**

I enjoy a challenge and I am keen to progress and enhance my professional career. I'm a person who compares herself in the past and present and enjoy to notice that I am getting better and better. For me belief is strong thing, so that’s why I believe that I will achieve my goals and I am always convinced of this. In addition I am organized, loyalty, sociable, honest, polite, punctual person, who is able to work in a team. I believe such person will be very useful for your company.

**SKILLS AND ABILITIES**

* Acknowledged in operating MS Word, Outlook, Excel, PowerPoint
* Ability to work on Internet & E-mail
* Excellent customer service, result oriented, fast learner, self-motivated,
* Interpersonal and good communication skills, goal oriented

**PROFESSIONAL EXPERIENCE**

  ***ORGANISATION: «G2000»*** *(Mall of the Emirates branch) Dubai, UAE*

 ***DESIGNATION:*** *Sales Associate*

 ***DURATION:*** *2015 November* *– present*

***Duties:***

* Greeting customers and assisting shoppers to find the goods they are looking for by giving advice and guidance on product selection to customers
* Editing of price tags
* Reception and display of clothes
* Keeping the store clean and tidy
* Answering queries from customers
* Folding the clothes in accordance with corporate standard
* Responsible for alteration service, managing tailors: dividing equal points for each tailors, controlling the process of alteration done and not done items, controlling the process of alteration in SRM system, managing urgent alterations
* Making an inventory
* Preparing reports of requests, items to send, items to alterations

Working with delivery note books

***ORGANISATION: «DIESEL»*** *Moscow, Russia*

***DESIGNATION:*** *Sales Associate*

***DURATION:*** *2013 July – 2015 September*

***Duties:***

* Greeting customers and assisting shoppers to find the goods they are looking for by giving advice and guidance on product selection to customers
* Responsible for processing cash and card payments
* Editing of price tags
* Reception and display of clothes
* Keeping the store clean and tidy
* Folding the clothes in accordance with corporate standards

 ***ORGANISATION: «MANGO»*** *Bishkek, Kyrgyzstan*

 ***DESIGNATION:*** *Sales Associate*

 ***DURATION:*** *2010 February – 2012 June*

 ***Duties:***

* Greeting customers and assisting shoppers to find the goods they are looking for by giving advice and guidance on product selection to customers
* Responsible for processing cash and card payments and balancing cash registers with receipts
* Managing transfer out /in items
* Keeping the store clean and tidy

**Job Seeker First Name / CV No: 1766646**

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