

WORK EXPERIENCE

Kubat



International Media Production **E-mail:** kubat.328384@2freemail.com

Kyo Escape Japanese Cove, 10.05.2016 — present

Dubai UAE

Chef de Rang

Explain various dishes on the menu to patrons and make food recommendations Take orders and relay the same to kitchen staff

Ensure simultaneous preparation of all orders for a single table and serve ina professional manner

Calculate meal costs and add taxes for final bill calculation.

Take orders from warehouse managers on a daily basis and review them thoroughly Load and unload goods from delivery vans

Ensure that correct quantity has been received by comparing received goods with information on the work order

Identify any damaged or missing goods and record pertinent information Ensure that delivery forms are signed only upon satisfaction of completed order Move received goods to appropriate storage areas using mechanical equipment such as forklifts

Make sure that all goods are labeled properly using appropriate lot and item numbers

Allocate storage space for items based on their types and sizes Pick out ordered goods and ensure that they are in good condition

Isolate and report any broken or damaged goods at the time of order picking Ensure that information of picked goods is recorded in logs

Construction of private houses 26.03.2015 — May 2016

Procurement officer

Procurement (all required and demanded construction materials) Made preliminary calculations for construction object

Assisted in building process as required (plumbing; bricklaying; coating; laying tile etc.)

Devised and used fruitful sourcing strategies

Discovered profitable suppliers and initiated business and organization partnerships Negotiated with external vendors to secure advantageous terms

Approved the ordering of necessary goods and services Finalized purchase details of orders and deliveries Examined and tested existing contracts

Tracked and reported key functional metrics to reduce expenses and improve effectiveness

Collaborated with key persons to ensure clarity of the specifications and expectations of the company

Foresaw alterations in the comparative negotiating ability of suppliers and clients

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Expected unfavorable events through analysis of data and prepared control strategies

Performed risk management for supply contracts and agreements

Controlled spend and built a culture of long-term saving on procurement costs

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| Bakery “ALI”, Private Company | 17.09.2013 — 28.01.2015 |

Sales Manager, Supplier

Provided production materials (flour, eggs, sugar, etc.) for bakery

Looked for reliable vendors or suppliers to provide quality goods at reasonableprices Negotiated prices and contracts

Reviewed technical specifications for raw materials, components, equipment Determined quantity and timing of deliveries

Forecasted upcoming demand

**Sales manager duties:**

Responsible for selling, closing, servicing and expanding the business within an assigned territory

Searched for new economic opportunities to expand the business Maintained relationship with suppliers, vendors, sponsors and consumers Visited regional company sites, met area managers and got product feedback Provided professional sales and marketing expertise and back up to dealers

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| “ENKA Insaat” Construction | 21.01.2013 — 07.06.2013 |

Group, Krasnoyarsk city, Russian Federation

Logistic and Procurement Officer

Maintained the purchasing process of transactions for equipment, m aterials, supplies, goods, services

Planned and coordinated the work of salespeople and purchasing agents Reviewed and analyzed all options of the product and services: quality, pricese tc.

Reviewed financial goals and provided metrics to understand and report on initiatives and cost structure

Ensured books and databases were up to date and accurate

Reviewed historical and competitive costs to identify cost savings opportunities and variances

Analyzed category, service, material and vendored costs to provide key decision information

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| Restaurant “Dasmia” | 01.06.2012 — 15.01.2013 |

Senior Waiter

Explained various dishes on the menu to patrons and made food recommendations Took orders and relayed the same to kitchen staff

Ensured simultaneous preparation of all orders for a single table and served ina professional manner

Calculated meal costs and added taxes for final bill calculation

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| “Megacom” Mobile Operator | 24.09.2012 — 14.12.2012 |

Sales and Customer Service Center

Provided information on services and products of the company

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Worked with the documentation and maintenance of cash register books, documentation.

Managed large amounts of incoming calls Generated sales leads

Identified and assessed customers’ needs to achieve satisfaction

Built sustainable relationships of trust through open and interactive communication Provided accurate, valid and complete information by using the right methods/tools Met personal/customer service team sales targets and call handling quotas Handled complaints, provided appropriate solutions and alternatives within the time limits; followed up to ensure resolution

Kept records of customer interactions, process customer accounts and file documents

Followed communication procedures, guidelines and policies Took the extra mile to engage customers.

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| “Fakir” Cafe | 24.02.2011 — 15.05.2012 |

Manager

Paid the salaries and bonuses

Kept track of the arrival and departure of products and other purchases. Opened up and closed down and ensured the cafe was secure at all times Set up and managed the cafe each day

Attended team, front of house and staff meetings as appropriate

**Staff management:**

The cafe manager oversaw the front of house assistants, kitchen coordinator and kitchen assistant

Followed the timely arrival and departure of employees and staff recruitment Managed staff rotas, hours, holidays and wage sheets

Ensured high levels of cleanliness and hygiene are met at all times

Ensured that cafe staff provided a warm and welcoming environment and that customer service is efficient and outstanding

Maintained excellent levels of communication with the cafe team and broader Fakir cafe team

Trained and direct Front of House assistants and any additional staff

Controlled cleaning rota, deep clean of cafe area and completion of daily records for health and safety

Controlled repair and maintenance of cafe equipment and machinery

**Finance:**

Handled cash, controlled float management Trained staff on operations and pricing updates

**Stock Management:**

Ordered and storaged food and beverages Coordinated products hygiene with kitchen staff

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| Public association “Center of | 10.09.2010 — 15.10.2010 |

information rights”

Media Inspector

Monitored media before/during/after the election campaign

Watched TV, listened to radio, read newspapers, over-viewed internet resources to collect information on election

Provided final analysis on election (recommendations; follow-up instructions)

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EDUCATION



VOLUNTEER EXPERIENCE



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| “NurTelecom” Mobile Operator | 18.02.2009 — 01.09.2010 |

Operator in Call–Centre

Provided assistance on phone calls from clients Provided information about the company

Participated in several training's on client-orientation, and was awarded certificates Involved in organizing groups for conducting training.

Determined requirements by working with customers.

Answered inquiries by clarifying desired information; researching, locating, and providing information.

Resolved problems by clarifying issues; researched and explored answers and alternative solutions; implemented solutions; escalated unresolved problems. Fulfilled requests by clarifying desired information; completed transactions; forwarded requests.

Sold additional services by recognizing opportunities to up-sell accounts; explained new features.

Maintained call center database by entering information.

Kept equipment operational by following established procedures; reported malfunctions.

Updated job knowledge by participating in educational opportunities.

Enhanced organization reputation by accepting ownership for accomplishing new and different requests; explored opportunities to add value to job accomplishments.

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| Private Company, making | September 2006 — November |
| concrete bricks | 2008 |

Family business

Duties

Made and delivered bricks (we had truck)

Involved in the whole process of making bricks (run equipment: ordered raw materials; loaded and unloaded the bricks)

Advertised the product (small billboards; internet and newspaper ads) Hired workers/staff

Organized lunches for the workers/staff

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| Faculty of Social Culture, Service | 01.09.2008 — 15.06.2014 |
| and Tourism |  |

Institute of Social Development and Entrepreneurship, under Ministry of Labor and Social Development

**National Society of Red Cross and Red Crescent in the Kyrgyz Republic (2006-2008)**

I was involved in activities related to preparing handout materials for almost all programs in the Red Crescent office here in Bishkek, I assisted coordinators

in preparing for seminars and training, I was recruiting new volunteers for youth wing of National Society of Red Crescent, and also periodically I was helping

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|  | in fundraising for donations for orphanages and others. |  |
| REFERENCES | References available upon request. |  |
|  | Language proficiency: Kyrgyz (native), Russian (fluent), English (good), Turkish(good) |  |
| SKILLS |  |
|  | Computer proficiency: JavaScript, HTML, C++, Data Base (beginner) |  |
|  |  |
|  | Drive license: B - B1 (Light vehicle), C - C1 (Heavy vehicle) – categories from |  |
|  | 18.05.2007 |  |

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