**ALINA**

Arabian Ranches

Dubai, UAE

Email: alina.335704 @2freemail.com

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**Date of birth:** 04.12.1991

**Place of birth:** Bishkek, Kyrgyzstan

**Sex:** Female

**Marital Status:** Single

**Visa status:** Residence

**CAREER OBJECTIVE:** To apply my education, skills and experience in a challenging work environment that provides opportunity for further development and career growth.

**EDUCATION: Training Centre for English Language,** Bishkek, Kyrgyzstan

 September 2006-September 2007

 **SIAS University for Chinese Language and Culture,** Zhengzhou, China

 Chinese Language Certificate, September 2010-May 2012

 **SIAS International University,** Zhengzhou, China

 B.S. in Business Administration, September 2012-December 2016

 **Fort Hays State University**, **American Program**, Zhengzhou, China

 B.S. in Business Administration, September 2012-December 2016

**LINGUISTIC SKILLS:** Fluent inKyrgyz, Russian, English and Chinese languages.

**WORK EXPERIENCE:**

 **Li Feng Abrasive & Sharpener Co.,** Zhengzhou, China

 Assistant Sales Manager responsible for customer support, order

 Processing and logistics for all shipments to Russian and CIS companies.

 (June to August 2016)

 **SIAS International University,** Zhengzhou, China

 International Student Liaison responsible for marketing and all inquiries

 from Kyrgyzstan, Kazakhstan and Russia. Liason between the international

 office of SIAS International University and schools in Kyrgyzstan, Russia

 and Kazakhstan. (September 2015 to December 2015)

 **GCR EURDRAW Co.,** Shanghai, China

 Assistant Office Manager responsible for customer support, translating

 English and Chinese correspondence, replying to customer inquiries

 and clerical work.

 Liaison with clients (June 2013 to August 2013)

**SKILLS:** Highly effective multilingual communicator with strong leadership skills.

 Dependable, persistent, hard working.

 Proficient in Word, Excel, PowerPoint, and basic web design.

 Experienced in international communications and commercial transactions.

 Strong leadership and team management techniques.

**INTERESTS:**  Socializing and networking with interesting people, traveling, swimming,

 Learning new languages and reading.