PERSONAL INFORMATION

Sayazhan



* +971501685421

sayazhan.342075@2freemail.com

SexFemale| Date of birth16/04/1992| NationalityKazakh

JOB APPLIED FOR

POSITIONProject engineer assistant

WORK EXPERIENCE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15.10.2016 – present timesEnglish teacher

Solution Language Center, Astana

* Give lessons for students of all levels, also prepare them for international exams such as IELTS and TOEFL

30.04.2016-19.09.2016Receptionist

 Abu – Dhabi Plaza Project, Astana

* [Working in a team](https://www.kent.ac.uk/careers/sk/teamwork.htm), providing a [quality service](https://www.kent.ac.uk/careers/sk/excellence.htm) to customers, and dealing tactfully with complaints.

15.01.2016 – 15.03.2016Barista

 Reggi’s Cafe, New York City

* Dealing with the people, taking orders

02.05.2015 - 10.07.2015Project engineer’s assistant

Khalyk Gas Service, JCS, Almaty

* Planning gas pipelines in Talgar city, making calculations of gas pipelines and storages

10.06.2014 – 25.06. 2015Translator

 Ansab Group, JCS, Astana

* Translating documents from English to Russian or vice verse, participating in meetings with international partners

11.06.2013 – 20.02.2014 Receptionist – cashier

 Rahat Palace Hotel, Almaty

* Planning, organization, coordination and commitment e.g., in retail, this ensured daily sales targets were met, a fair distribution of tasks and effective communication amongst all staff members.

EDUCATION AND TRAINING\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

01.09.2010 -05.06.2014Construction of oil and gas pipelines and storages (BSc degree)

Kazakh national technical university after K.I.Satpayev, Almaty

* GPA - 3.87

20.01.2013-20.02.2013 Trainee

 KazTransOil research center, Almaty

* Participated in project called “Reconstruction of oil storage in Pavlodar”

20.07.2015 – 15.01.2016 ESL courses and Business English

 Zoni language centers, Flushing, New York

* Advanced low proficiency

PERSONAL SKILLS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother tongue Kazakh

Other languages Russian – Proficient user, English –Independent user, Spanish –Basic user

Communication skillsgood communication skills gained through my experience as receptionist

Organisational skillsleadership (currently responsible for a team of 10 people)

Job-related skillsanalytical and [problem solving skills](https://www.kent.ac.uk/careers/sk/problem-solving-skills.htm), independent user of AutoCAD,

Digital competence Proficient user

* PhotoShop
* CorelDraw

ADDITIONAL INFORMATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hobbies Football - member of local football team

 Reading – prefer English classical literature, also science fiction books

Conferences 3rd place at the 29th students scientific conference named “The Earth is our home”; KazNU after Al-Farabi, 2014, Almaty

ANNEXES \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* copies of degree and qualifications;
* reference letters
* publications and diplomas