# 



Seeking a career oriented job that will give me an optimum exposure where I shall be able to develop my professional leadership and communication skills. In response, that I shall take my job with great sense of responsibilities and expect to make a positive contribution.



2009 – 2014 Faculty of Foreign Languages, Osh State University

*Linguist/Translator*

Osh, Kyrgyzstan

**EDUCATION**

**PERSONAL DETAILS**

**Date of birth:** 20/05/1992

**Marital Status:** Single

**Nationality:** Kyrgyz



**WORK EXPERIENCE**

**Jun, 2016 – till now**

**“Mega Ashan” – Moscow, Russian Federation**

**Sales Consultant**

**PERSONAL DETAILS**

* Understanding and providing assistance in satisfying customer needs & queries about products, prices and services
* Prepare management, variance, and financial reports on periodic basis.
* Manage everyday operations, accounting and financial matters of F&B store.
* Supervise employee activities to conform to established standards and policies.
* Identify and rectify operational, financial and employee issues.
* Coordinate with audit and business teams to ensure compliance with established procedures.

**Jan, 2015 – May, 2016**

**“Kelecheck Plaza” – Osh, Kyrgyzstan**

**Sales Consultant**

* listening to customer requirements and presenting appropriately to make a sale;
* maintaining and developing relationships with existing customers in person and via telephone calls and emails;
* cold calling to arrange meetings with potential customers to prospect for new business;
* responding to incoming email and phone enquiries;
* acting as a contact between a company and its existing and potential markets;
* Greet clients, visitors and guests as they enter into office
* Provide information regarding products or services of the company
* Answer inquiries regarding services and availability of the personnel
* Schedule, reschedule and cancel appointments
* Answer telephone calls and transfer calls to the appropriate person
* Respond to emails and office correspondence
* Update employee attendance and visitors’ records
* Perform basic bookkeeping and record keeping duties
* Perform light maintenance on equipment
* Keep work area clean and tidy on a constant basis

**“The Hotel Of Orto Asia” - Osh, Kyrgyzstan**

**Receptionist**

**Aug 2013 – Dec 2014**



English - fluent

Russian - excellent

German - good

Kyrgyz – native

**LANGUAGES**

• Excellent customer service experience

• Ability and desire to sell

• Team player

• Problem solving

• Excellent communication skills

• Have a positive, confident and determined approach

**PROFESSIONAL SKILLS**

**KEY SKILLS**