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|  | | |  | **Turobjon** | | | |
| *D:\ddd-ccc\Documents\adabiyotlar\4.jpg*    *Email:* [turobjon.375451@2freemail.com](mailto:turobjon.375451@2freemail.com)  *Nationality : Uzbek*  *Marital Status: Single*  *Visa Status: Residential Visa*  *Location:****“Radisson Ble******Resort”***  ***Sharjah***  *Languages:*  *English - Fluent*  *Russian - Fluent*  *Turkish - Fluent*  *Uzbek - Native* | | |  | **Personal summary:** | | | |
|  | A well-educated, prudent and honest person who is able to speak polite and courteous behavior. Presenting perfect communication skills and able to set up good conversation and deal with customers no matter how hard their attitude, talkative and friendly. Having diligence and positive manner and working hard to show that customers receive an excellent level of service whilst at the same time ensuring the highest level of sales for the company. Currently seeking a position on customer service, sales and marketing. | | | |
|  | **A summary of Qualifications:** | | | |
| Deeply concentrated individual with good strategic roles of understanding of customer service, Sales/Marketing, Accounting, Finance and Business management. Highly focused with a comprehensive knowledge of how to maintain a professional and vigilance with allocated customers. | | | | |
| * *Customer relationship management* * *Team Leadership* * *Marketing Strategies* * *Creative, Problem solver* * *Financial management* * *Strong presentation and sales skills* | | | * *Marketing/Business Development* * *Product Research and Knowledge* * *Strategic Sales Planning* * *Decision Making* * *Communication* * *Experienced user on MS office full and ”Opera” Personal Control System* * *Interested in learning foreign languages* | |
|  | **Work experience** | | | |
| *Company name:*  *Company field:*  *Position:*  *Job Period:*  *Location*: | | ***“Radisson Ble******Resort”******Sharjah***  *Hotel, Resort*  *Telephone Switchboard Operator*  *Since 11 th May 2017 - up to now*  *Sharjah, U.A.E.* | | |
| * Greeted, registered, and assigned rooms to guests. * Processed guests’ check ins and outs. * Prepared and completed room and restaurant bills. * Liaised with other departments of hotel. * Handled payments through cash, checks and credit cards. * Also, Handling and Operated of the Switchboard equipment and controlled it that GDF es. | | | | |
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| *Company name:*  *Company field:*  *Position:*  *Job Period:*  *Location:* | ***“Mash’al Doniyor Davri”*** *Ltd.*  *Wholesales and distributed products*  *Sales executive*  *March 2014-March 2017.*  *Namangan, Uzbekistan.* | | | | | |
| * Ability to effectively communicate with customers and team members. * Responsible for listening to the customer and observing non- verbal cues to pick up on service needs. * Responsible for keeping product folded, sized, in-stock. * Responsible for creating a friendly environment for customers and team members. * Able to manage and understand how to work a cash register quickly and effectively.   *Company name:* ***“Off-Budget Pension Fund under the Ministry of Finance of the Republic of Uzbekistan*.”**  *Company field: Pension Fund.*  *Position: Secondary category inspector.*  *Job Period: December 2010- March 2014*  *Location: Namangan, Uzbekistan.*   * Gather, analyze and preform estimates and calculations in both PeopleSoft module and on spreadsheet applications. * Review applications and paperwork submitted by DB Plan members for completeness, contact member if additional information is required. * Enter transactions in PeopleSoft and the service request management tools. * Enter data to PeopleSoft Pension module as assigned. * Calculate prior and military service application. * Retrieve and review scanned documents and forms.   *Company name:* ***“Hampton Inn Hotel”***  *Company field: Hospitality Business*  *Position: Bell-boy*  *Job Period: June 2009- September 2009*  *Location: Pittsburgh, USA.*   * Provide first interaction with guests * Meet the guests' needs including handicap, heavy lifting, and shipping * Assisted in maintenance, housekeeping, and banquet departments | | | | | | | |
| ***Education:*** | | | | | | | |
| *Study period:*  *Academic Institution:*  *Specialty:* | | *From September 2006 till June 2010*  *Namangan Engineering-Economical Institute*  *Business Management (Bachelor’s Degree)* | | | | | |
| *Study period:*  *Academic Institution:* | | *from September 1994 till June 2005*  *Russian Secondary school № 36* | | | | | |
| *Study period:*  *Academic Institution:*  *Course field:*  *Location:* | | *From 1st September 2012 till 28th October*  *National Institute for Micro, Small and Medium Enterprises.*  *Capacity Building for providing Alternative Livelihood Opportunities for the Poor (CBALO)*  *Hyderabad, India.* | | | | | |
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