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| D:\REPORTS\Без названия.png**MIRFAYZULLO** |
| C/o-Tel: +971503718643mirfayzullo.378298@2freemail.com ;  |
| **SUMMARY** |
| Recent undergraduate with experience in accounting, sales and logistics is able to work independently with to no supervision or as a team member. Able to makedecisions in highly stressed environment with no time to rethink. Adapt at maintaining and updating highvolume data resources in electronic forms.**RELEVANTEXPERIENCE****HYUNDAI ENGINEERING Co.,Ltd**•  ***Bukhara, Uzbekistan****Logistics Specialist at UKAN PROJECT***July 2016 – Present*** To discuss with representatives of «Hyundai Engineering Co.Ltd» (HEC), inspect and confirm the
* accompanying shipping documents before sending the cargo to Uzbekistan.
* To monitor, control and expedite the customs clearance process for «Hyundai Engineering Co.Ltd»

materials supply, mostly on demand materials to meet construction schedule.* To participate in the customs inspection of materials for the supply of «Hyundai Engineering Co.Ltd».
* To prepare detailed description of arrived cargoes to obtain HS CODE to register for Temporary Customs Regime (IM74).
* To prepare and send reports on the status of arrived cargoes at Customs Point at Karakul and of dispatched ones to laydown area of «Kandym Gas Processing Facility».
* To audit monthly payment orders for logistics and customs clearance services of subcontractors.
* To prepare required documents for easy customs procedures in accordance with Uzbekistan Customs Law.
* To constitute Supplementary Agreement Annual Report to Management of HEC.

**BUXORO NANO TEKS, LLC** • ***Bukhara, Uzbekistan*** *Cotton yarn and fabrics manufacturing limited liability company.**Accounting Assistant, Trainee* **June 2015 – June 2016*** Gained knowledge of Excel maintaining sales and purchase reconciliation of accounts
* Performed financial calculations of amounts due, loan interest charges, and discounts receivables
* Recorded reconciliation of Bank Statements at the end of each month
* Generated a 5 percent increase in discounts receivables by advance payments for raw materials

*Sales Assistant, Intern***May 2014 –May 2015*** Assembled Open End Cotton Yarn for 8 clients from Russian Federation
* Designed a page of the company on Facebook which connected more than 300 businessmen and traders of cotton yarn worldwide
* Created the website of the company and integrated it to the top 10 B2B platforms worldwide
* Generated more than 100,000 USD sales for the organization within the first 3 months by marketing and personally selling 40 tons of cotton yarn through exporting to Turkey
* Administered an Investment project worth of 1,000,000 USD which would generate a return of 10 percent per annum

**BUXORO PAXTA BETTA TEKS, LLC** • ***Vabkent, Uzbekistan*** *Cotton fabrics manufacturing company.**Administrative Assistant Bookkeeper,Part TimeContract Job***October 2013 – April 2014*** Simplified the database on Microsoft Access to maintain daily reports of purchases and supplies
* Observed an increase in the demand of cotton fabrics during summer and fall periods which in turn lead to buy raw materials beforehand resulting in 5 percent profit increase
* Recorded and analyzed daily accounting transactions using 1C accounting software
* Performed administrative duties: filing, answering telephones, and handling office correspondence

**BUXKOMTEXDASTUR, LLC • *Bukhara, Uzbekistan****Operator, Intern***March 2010 – March 2011*** Advised to implement online remote control system “Admin viewer” of computers
* Led a team of 5 to co-ordinate the installation process of wireless dish antennas in each cotton ginnery
* Resolved issue of fraud in fact by implementing security cameras throughout ginneries
* Reduced the telephone charging costs by 20 percent by connecting IP telephone service

**UMID BANK PJSC •*Bukhara, Uzbekistan*** *Cashier, Intern* **September 2009 – March 2010*** Received payments by cash, debit cards and vouchers
* Maintained orderly checkout areas and general cleaning duties
* Counted cash before the shift begins to ensure that cash amounts on papers and in cash drawers are correct

**EDUCATION AND SPECIAL SKILLS****WESTMINSTER INTERNATIONAL UNIVERSITY** • **Tashkent, Uzbekistan** *Bachelor of Science in Economics with Finance***October 2011 – May 2015*** Concentration: Economics and Financial Accounting
* Relevant coursework:Project Management, Fundamentals of Finance and Accounting, Business Communications, International Business and Finance, Money and Banking, Cost and Financial Management, Financial Accounting, Advanced Economics

**SPECIAL SKILLS*** Proficient in Microsoft Excel Spreadsheets
* Month end closing accounts, accounts payable, accounts receivables, invoice payments
* Team oriented with high attention to details
* Organizational and strong leadership skills
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 References will be available upon request.