**Curriculum Vitae**

**PERSONAL DETAILS:**

**Name** Zhibek

**Date of Birth** 15.11.1987

**Nationality**  Kyrgyzstan, Bishkek

**Email** [zhibek.379624@2freemail.com](mailto:zhibek.379624@2freemail.com)

**Address**  Ajman, UAE

**Material status** Single

**Visa Status:** Visit visa

**Career Objectives:** My goal is to become associated with a company where I can use my skills and gain further experience while enhancing the company’s productivity and reputation. I concede myself to be a willing worker and I am always confident that I can accept challenging assignments and achieve result.

# EDICATION:

**2005-2009** Finance and Credit Department.

Kyrgyz Economic University, Bishkek, Kyrgyzstan

**SKILS**

MS Word, Excel,

Strong verbal and personal communication skills

Tolerant and flexible to different situations

Adaptability and ability to work under pressure

Sales ability

Take responsibilities

# **Work Experience**

**Company name** Multiplast Trading LLC. "Lanvin & Kid Space" Dubai mall

Position Title Sales associate, cashier

Location UAE Dubai, Dubai mall

Duration From September of 2015 to November 2017

**Responsibilities**

* Providing customer service by assisting and acknowledging customers, maintaining outstanding standards.
* Ensure that each customers transactions are processed accurately and in a time efficient manner
* Preparation of Daily Sales Reports:
* Statement of cash receipt in local currency and foreign currency
* Report of non cash, report of exchange, refund (dummy, credit, cash, gift cards etc.)
* Excellent communication skills to build up relationships with customers.
* Offering advice on products and services, and helping with product selection.
* Effectively managing stock levels.
* Using every opportunity to maximize sales opportunities.
* Ensure that all items are appropriately displayed on the shelves and oversee maintenance of store
* Resolve employee conflicts and ensure that any customers complaints are handled immediately

**Company name** Royal Catering Services, Restaurant D'Alsace

Position Title Hostess, waitress

Location UAE Abu Dhabi, Yas Marina

Duration From October of 2014 till September of 2015

**Responsibilities:**

* Greet customers in a friendly and warm welcoming manner when entering restaurant
* Present menu and take order
* Made sure all food was nicely prepared
* Made sure that every customer was taken care of properly at the cash register
* Made sure the environment was a clean and friendly place so that customers would want to come back.

**Boutique** "Mango”

Position Title Sales Executive

Location Moscow, Russian

Duration From 2011 to 2013

**Responsibilities:**

* Greeting warmly, Excellent communication skills required to build up relationships with customers.
* Offering advice on products and services, and helping with product selection.
* Formation of contract with clients
* To provide excellent customer service
* Consultation customers on company goods
* Track replenishment and consumption of warehouse inventory;
* Resolution of conflict situations with customers

**Company name** Grand Hotel

Position title Hotel Front Desk Receptionist

Location Bishkek, Kyrgyzstan

Duration 2009-2011

**Responsibilities**

* Greet and assist visitors and guests arriving on front desk
* Answer phone in a friendly and helpful manner
* Take payments through cash, credit and debit cards
* Maintain confidentiality of hotel data and guest information

**Languages :** Kyrgyz native, Turkish, Russian-fluent, English-fluent