**Dilmurod │Assistant Manager**

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Professional Profile

Seeking a challenging opportunity in an organization with a goal to achievesuccess and to enhance my skills. To endeavor success to the best interest of the organizations goal.

Strong academic background and work experience in customer service. Outstanding interpersonal and communicational skills. Responsible, flexible, fast, focused, reliable, and dedicated to team work, high stress tolerance.

Language Proficiency

* English, Russian - Fluent reading, writing and speaking

Core Skills

• Banking Operations • Client Servicing • Time Management

• Foreign Currency • Team Leading • Microsoft Office Suite

• Card Operations • Fast Learner, • Currency Exchange

* Commercial Awareness • Problem Solving • Communicative

Career Summary

**Feb 2020-Present**

**Assistant Manager/Treasury Department**

*Key Responsibilities*

• Сoncludes transactions in the interbank currency and money markets;

* Сoncludes deals with bank customers;

• Provides work with other structural divisions of the bank to maintain an appropriate structure of assets, liquidity and currency position of the bank;

• Represents the interests of the bank at the Republican Currency Exchange as a trader;

• Conducts analytical work to study the current state and development of the financial market;

* Performs other functions within the competence of the department.

**Sep 2017-Feb 2020 JSCB Asia Alliance Bank**

**Assistant Manager/ Special management ofconversion and currency exchange**

*Key Responsibilities*

• Provision of practical and advisory assistance to the bank’s, if necessary with the departure to the place;

• Received excellent work experience reward from manager;

• In coordination with the management of the bank, correspondence with legal entities and individuals on assigned to the special management;

• Ensuring timely and high-quality provision of the requested information to the management of the bank within the competence of the special management;

• Collect, process and analyze information on currency exchange transactions in the branches;

• Secures the preservation and confidentiality of information constituting banking, commercial and bank information.

**Apr 2017 - Sep 2017 JSCB Asia Alliance Bank, Almazar branch**

**Senior Officer/Department of cards**

*Key Responsibilities*

* Сredit money to a card;

• Issue a card, make reports;

• Conduct the procedure in each case, to be accurate and responsible;

• Organize proper work and be responsible for the fulfillment of the tasks and functions entrusted to him;

• Perform qualitative preparation and timely submission of reports to the bodies requesting these reports;

* Comply with the internal labor regulations of the bank.

**May 2015-Apr 2017 JSCB Asia Alliance Bank, Almazar branch**

**Officer/Department of conversion operations**

*Key Responsibilities*

• Represents clients who applied for the opening of an international payment card, exhaustive information about the types and possibilities of these cards, the procedure for using them;

• Accepts from clients’ application for the transfer of foreign currency to an international payment card. Provide information to the client about the visa card, add funds;

• Establishes the identity of residents applying for the purchase of foreign currency on the basis of their identity documents. Conduct the procedure in each case, to be accurate and responsible;

• Carries out transactions for the sale of foreign currency by entering into the electronic system the relevant data from the document proving the identity of the client. Fill postings carefully;

• Greeting and smiling, being polite with every employee.

**Sep 2014 –May 2015 JSCB Asia Alliance Bank**

**Specialist/Department of accounting of foreign**

**exchange operation**s

*Key Responsibilities*

• Deal with all enquiries in a professional and courteous manner, in person, on the telephone or via e-mail;

• Check payment order and give in performance;

• Registration and removal export and import contracts from the database of contracts;

• Checking foreign exchange earnings, check bills of import contract;

• Be responsible for every work, every deed, to finish all the works during the work process.

Education

* **Bachelors in Economics from Tashkent State University of Economics (2013)**
* **Certificate of Successful Secondary education completion from Academic Lyceum of TSTU (2006)**

Reference available upon request