**CURRICULUM VITAE**

 Aida

Aida.225149@2freemail.com

**WORKING EXPERIENCE**

**Period:** April 2012 - Present

**Company name:** AIDIN International FZC, UAE.

 Trading Company

**Position:** Manager

**Main responsibilities:**

Processing of obtained order, sending goods, bank transfers, payment providers and acts of reconciliation with customers.

**Period:** 12th of February 2004 – 15th of July 2011

**Company name:** Turkuaz Group of Company. Kyrgyzstan, Bishkek

 Trading

**Position:** Manager of Logistic department

**Main responsibilities:**

 I was responsible:

- Control of goods remains at the stock;

- Registration of new orders;

- Control of the delivery of goods and the processing of supporting documents;

- Customs clearance of goods;

- Warehousing;

- Calculation of the cost;

- Pricing;

- Profit and loss account;

- Acts of reconciliation with suppliers and customers

As well as the compilation and signing of contracts with suppliers.

**Technical skills:**

 Windows’XP

 MC Office 2010 (Word, Excel, Outlook, Power Point)

 Internet & e-mail.

**Languages:** Kyrgyz – native

 Russian - excellent

 English – very good

 Turkish – good

 Uzbek – good