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| D:\REPORTS\Без названия.png**MIRFAYZULLO** |
| C/o-Tel: +971503718643  [mirfayzullo.378298@2freemail.com](mailto:mirfayzullo.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.