

Kyrgyzstan, Bishkek, Altyn Ordo street 5	Cellar phone: (0-555) 13 23 07	Email: Azizok995@gmail.com
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Aziza Dzhumagulova

<p><u>Objective</u></p>	<ul style="list-style-type: none"> • Improving Skills • Self-development • To be a part of big company
<p><u>Skills</u></p> <p><u>Knowledge</u></p>	<ul style="list-style-type: none"> • Strong Character • Critical Thinking • Easy – learning • Flexibility • Responsible • • • Knowledge of English • Knowledge Korean (Pre-intermediate) language + native Kyrgyz and Russian • Knowledge of local customs and traditions • Knowledge of computer, internet techniques. • Knowledge of organization and planning. • Knowledge of business communicating with people. •
<p><u>Education</u></p>	<ul style="list-style-type: none"> • 2002-2013 Educational complex # 12 • 2015-2021 Kyrgyz State University of Construction, Transport and Architecture. (Programmer) • Driving license, “B” category, 12 years of experience.
<p><u>Experience</u></p>	<ul style="list-style-type: none"> • August 2015 – February 2017 – <u>JTI (Japan Tobacco International)</u> • Market research specialist <ul style="list-style-type: none"> - Analyzed market trends. • Planned presentations of new products. • Worked with the documents and reports.

	<ul style="list-style-type: none"> • March 2018- December 2018 –“Oceania Riviera” USA Waitress <ul style="list-style-type: none"> • Providing excellent customer services. • Presenting menus to customer. • Sharing information with the guests about the status of their orders. • February 2019 – October 2019 –Iron Horse Nomads <ul style="list-style-type: none"> • Rental Manager <ul style="list-style-type: none"> • Scheduling\Planning • Experience with Microsoft Office including Word, Excel, and Mail box • Budget preparation and management • Report and document preparation • Records management • November 2019 – May 2022 Freight Union <ul style="list-style-type: none"> • Dispatcher <ul style="list-style-type: none"> • Managing truck drivers’ schedules and routes • Scheduling freight to be picked up and delivered • Handling customer complaints and inquiries • Negotiating rates and delivery time lines • Documenting all routes <p>June 2022 – October 2025 Runwell INC</p> <ul style="list-style-type: none"> • Dispatcher <ul style="list-style-type: none"> • Managing truck drivers’ schedules and routes • Scheduling freight to be picked up and delivered • Handling customer complaints and inquiries • Negotiating rates and delivery time lines • Documenting all routes
<p><u>Personal Info</u></p>	<p>I am 30 years old now. I was born on May 13, 1995 in Bishkek. Went to school where I studied there until 11th grade, then in 2009 I entered Lungua school, where I studied English and graduated from it in 2012. I received 2 certificates: English language and German language. Also I know Korean language. In 2015, I entered the Kyrgyz State University of Construction, Transport and Architecture, my profession is programmer. I also received certificate «Technique effective contact», which was held in the company JTI. I am friendly, open minded, determined and hard-working person. I can work very well in a team environment or on individual tasks.</p>

	I love snowboarding, cross fit and learning the languages