

MEKAN YOVBASAROV

EXPORT MANAGER



Contact

Address

Turkmenistan

Phone

+99364077895

E-mail

mekan220895@gmail.com

Permit

LIGHT VEHIICHLE

Skills

Materials transportation

Logical Transportation Manager with 2-year background overseeing shipment coordination. Adept at reducing shipping costs, increasing efficiency and implementing safety regulations. Assigns tasks to drivers and directs vehicle maintenance repairs. Excellent multitasking, time management and verbal communication talents.

Work History

2023-07 -

Current

Logistic manager

Turkmenistan, Turkmenbashy,

- Verified orders by comparing names and quantity of items packaged with shipping documents.
- Organized records of vehicles, schedules and completed orders.
- Oversaw evaluation and onboarding of new suppliers as appropriate to broaden client portfolio and mitigate risk.
- Coordinated international shipments by researching customs regulations and preparing necessary documentation.
- Held responsibility for both profits and losses of business.
- Prepared shipping documents and invoices, processed payments, and fielded client questions.
- Conducted regular audits of shipping procedures, identifying areas for improvement and implementing corrective actions.
- Oversaw marketing communications, advertising and events.
- Managed budget allocation for shipping expenses, consistently staying within established financial targets.
- Pulled, verified, and packaged items for shipment.
- Built commercial strategies with

Loading and unloading

International shipping

Shipping Software

Self-Motivated and Independent

Microsoft Office Suite

Effective Communication

Invoice reconciliation

Inspection and Quality Control

Relationship Building

Load Planning

Shipping Documentation

Export Compliance Regulations

Invoice Preparation

Shipping coordination

Logistics Coordination

Delivery Scheduling

Document Preparation

Charge Calculation

Requirements Planning

Document drafting

Damage Identification and Reporting

Problem-solving abilities

Excellent Communication

Critical Thinking

Customer Relations

Microsoft Office

**2021-02 -
2022-06**

management to grow existing accounts, penetrate new customers and markets and launch new products.

- Strengthened communication skills through regular interactions with others.
- Demonstrated leadership skills in managing projects from concept to completion.
- Managed time efficiently in order to complete all tasks within deadlines.
- Excellent communication skills, both verbal and written.

English Teacher

Teacher , Turkmenistan. Ashgabat

- Planned dynamic lessons to increase student comprehension of books and literary concepts.
- Encouraged students to take active role in learning and academic success.
- Prepared and implemented lesson plans covering required course topics.
- Created and implemented activities to foster critical thinking skills of students.
- Prepared comprehensive English curriculum for multiple classes.
- Supported student skill development in alignment with personal and academic goals.
- Kept classroom organized, clean and safe for students and visitors.
- Supported development of individualized education plans for students with special needs.
- Demonstrated strong organizational and time management skills while managing multiple projects.
- Self-motivated, with a strong sense of personal responsibility.

**2022-01 -
2023-05**

Sales Manager

SALESMANAGER, Turkmenistan, Ashgabat

- Increased profit margins by effectively controlling budget and overhead and

Multitasking

Shipping Method
Optimization

Professionalism

Personal Details

Date of Birth: 22.08.1995

Nationality: TURKMENISTAN

Marital Status: Single

Visa Status: No

Gender: Male

Religion: Muslim

Software

Microsoft word, excel, power
point etc

Languages

Turkmen 
Bilingual or
Proficient
(C2)

Russian 
Proficient
(C1)

English 
Proficient
(C1)

Turkish 
Upper
intermediate
(B2)

Uzbek 
Intermediate
(B1)

optimizing product turns.

- Analyzed market trends to identify potential growth opportunities within the used car industry.
- Increased used car sales by developing and implementing effective marketing strategies.
- Demonstrated products to show potential customers benefits and advantages and encourage purchases.
- Achieved sales goals and service targets by cultivating and securing new customer relationships.
- Used strong analytical and problem-solving skills to develop effective solutions for challenging situations.
- Paid attention to detail while completing assignments.
- Worked flexible hours across night, weekend, and holiday shifts.
- Developed strong communication and organizational skills through working on group projects.



Education

2018-02

Bachelor of Science: Language Support of Intercultural Communication

Minsk State Linguistic University - Belarus, Minsk

Interests



Boxing, playing football, running, doing exercises, swimming, playing basketball, valleyball,

Reading interesting books, learning new languages and travelling

