

Aziz Dzhumataev

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Date of birth: 09.08.1988



Summary:

- Bilingual with intercultural sensitivity and strong communication skills, having lived abroad (Germany, Turkey, U.A.E.)
- A motivated self-starter able to quickly grasp issues and attend to details while maintaining a view of the big picture. Good in running multiple projects and achieving on-time completion.
- Creative, resourceful and flexible, able to adapt to changing priorities and maintain a positive attitude and work ethic.
- Cultivated positive and enduring relationships with clients, companies and fellow employees.

Key qualifications:

- Administrative experience in non-profit projects and international companies.
- Monitoring the market prices to obtain best available pricing;
- Evaluation of the proposals to effectively fulfill purchase orders;
- A good communicator with strong interpersonal skills and fluency in Kyrgyz, Russian and English;

Education:

- 2005 - 2009: Kyrgyz National University - Bachelor's Degree in Linguistics; Bishkek, Kyrgyzstan
- 2006 - 2007: Friedrich Schiller University - Psychology; Jena, Germany
- 2000 - 2005: Kyrgyz Turkish High School; Bishkek, Kyrgyzstan

Courses and skills:

- 2012 - Customer service courses, DDF; Dubai, U.A.E.
- 2013 - Cultural diversity courses, DDF; Dubai, U.A.E.
- 2014 - Productivity and time management courses; Bishkek, Kyrgyzstan

Languages:

- Russian - native
- English - Excellent
- Turkish - Good
- German - Good

Experienced truck dispatcher, managing 7-8 trucks, specializing in finding freight, negotiating rates and optimizing routes.

Work Experience:

09.2019 - 08.2025

Fida LLC / KG Group LLC / AKM Cargo

Bishkek, Kyrgyzstan

Truck Dispatcher (Reefer, Open deck, Dry van)

Responsibilities:

- Managing, scheduling and tracking of freight.
- Actively finding high-paying loads, negotiating with brokers and analyzing market trends.
- Coordinating and managing the pickup and delivery, assigning and routing freight.
- Problem-Solving: Proactively addressing breakdowns, detentions and weather delays.
- Fulfill an administrative role by filing the appropriate paperwork.
- Doing all the usual things for this job.

02.2014 - 02.2017

TNM Expanded Metal Components Manufacturing

Dubai, U.A.E.

Producing high-quality metalworks for industrial, living and commercial sectors. Procurement assistant

Responsibilities:

- Assisting to Procurement officers in making purchases.
- Ensuring the communication between Supply department and other engineering & operation departments, to get final requirements and parameters for order.
- Publication of the advertisement on local widely circulated web-sites to get vendors proposals.
- Assisting on due diligence of received proposals.
- Organize contract negotiation procedures and ensuring the dully signing of the documents.
- Monitoring and ensuring that the vendors invoices are documented and processed in a timely manner in accordance with contract.
- Fulfilling the various administrative duties in accordance with instruction of Procurement officers.

10.2012 - 12.2013

Dubai Duty Free

Dubai, U.A.E.

The largest airport retailer in the world

Sales Consultant

Responsibilities:

- Provide excellent customer service.
- Maintain and improve store retail standards on selling floor, service areas and stockrooms.
- Receive cash or payment in any authorized modes from customers, issue receipts/ bills against their purchase, reconcile cash / credit receipts with sales figures and prepare daily cash summary report for submission to the finance department.
- Product recommendation, link selling.

My life motto - "Think Globally, Act Locally"