

FARRUKH UKTAMOV

CONTACT

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EDUCATIONAL HISTORY

UNIVERSITY AT BUFFALO - BACHELOR'S
POLITICAL SCI + LAW(CURRENT TILL
2029)

As a front desk/manager assistant, I've learned how to stay calm under pressure and build strong relationships with the owner, the manager and clients even when guests are upset or frustrated, I stay respectful, patient and focused on solving the problem. I enjoy helping people, keeping things organized, and creating a positive experience for everyone.

Mostly worked with groups of different people which improved my ability to communicate with them and feel their energy.

Skills

Passionate, fast learner, respectful and good communicative and leadership skills. Work easily with any emotional person
Calm under pressure, positive and bilingual (fluent in Russian, English, Tajik and Uzbek)

CONEY ISLAND PREP HIGH SCHOOL
DIPLOMA (NYC, BROOKLYN) 25'

EXPERIENCE

Front Desk/Manager assistant
Land O Fun
April 2024 - June 2025

Responsibilities:

- Welcomed clients and visitors in a professional and respectful manner.
- Answered and routed incoming calls to staff
- Scheduled appointments and managed calendars.
- Assisted clients with basic intake forms and collected required documents
- Handled incoming and outgoing mail, emails and faxes.
- Performed general administrative support for the team.