

## CONTACT



NW90SB, London



Home/Mobile  
07861217799



aigul.djon@gmail.com

## CORE QUALIFICATIONS

- Multilingual
- Problem-solving
- Contract Negotiation
- Payroll and Budgeting
- Commitment to Customer Service
- Team work and communication
- IT Industry
  - Ability to work autonomously
  - Attention to detail
  - Critical thinking
  - Results-oriented
  - Certified Procurement specialist

## LANGUAGES SKILLS

- Russian – native
- Kyrgyz - fluent
- English – fluent
- Turkish – beginners

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Enthusiastic Manager with skill for learning quickly to deliver fast results. Having well rounded experience in customer service, project management and procurement. I am confident, hardworking and well-organized person with excellent communication skills. Seeking part or full-time job in your company. Flexible and can work under the desired schedule.

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## EXPERIENCE

May 2018 to February 2020

**Personal Assistant / Procurement Specialist *High Technology Park of the Kyrgyz Republic***, Bishkek, Kyrgyz Republic

- Scheduled and planned meetings and conferences, including site-to-site video conferencing calls, which helped to streamline operations.
- Updated system to organise office documentation, maximising efficiency and increasing productivity.
- Organised IT fairs in the framework of international conferences involving President, Presidential Administration and 150 global attendees.
- Created chat newsletter for High-Tech Park's residents with events and updates, increasing event participation by 60%.
- Kept detailed inventory records and made supply orders, cutting costs by monitoring use and effectively sourcing products.
- Interacted with vendors, store managers and other stakeholders to maintain on-time deliveries.
- Monitored multiple databases to keep track of all company inventory.
- Ensured compliance with procurement procedures in accordance with the law of the Kyrgyz Republic on "Public procurement".

January 2017 to December 2017

**Monitoring & Evaluation Specialist *Public Foundation "Legal Clinic Adilet" (UNHCR project)***, Bishkek, Kyrgyz Republic

- Monitored and evaluated the feasibility of further business projects support.
- Analysed and forecasted of possible business risks.
- Organized business skills trainings.
- Monitored multiple databases to keep track of all projects inventory.
- Acted as a facilitator in resolving conflicts among business group members.

February 2016 to December 2016

**Project coordinator *PF International "Debate Education Association in Central Asia" (UNICEF/UNHCR project)***, Bishkek, Kyrgyz Republic

- Planned and scheduled program activities.
- Recruited personnel (consultant, trainers).
- Coordinated logistic of the project.
- Managed project budget of \$500.000.

## TECHNICAL SKILLS

- Microsoft office (Outlook, Word, Excel, Access and PowerPoint), Adobe Photoshop
- Good understanding of programming languages: python, java & (seo, smm).

- Managed estimation process by preparing speciality subcontractor bid packages, material procurement for business projects implementation, contracts review and preparing action lists.
- Organized intermediate and final reporting presentation events holding more than 300 participants.

January 2013 to February 2016

**Operations & Sales Manager** in *Kyrgyz – German international company “Kancha Design” UG*, Bishkek, Kyrgyz Republic

- Managed production processes and sales in the country.
- Reviewed manufacturing issues and implemented corrective action plan, leading to 70% reduction of defects in products.
- Limited inventory discrepancies by creating an online inventory system using google sheets.
- Administered accounts payable and accounts receivable functions, daily cash reconciliation, returned merchandise approval, sales reporting, invoicing and budget management.
- Replenished inventory to maintain par levels and completed quarterly inventory audits, counted and updated inventory reports upon receipt of new batch of products.

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## EDUCATION AND TRAINING

2020

**Python 3 Programming**

**University of Michigan on Coursera**

- Course Certificates Completed: Python Functions, Files, and Dictionaries; Data Collection and Processing with Python; Python Basics; Python Project: pillow, tesseract, and opencv; Python Classes and Inheritance

2018

**Project Management**

**University of California, Irvine on Coursera**, Bishkek (online)

- Certificate in Project Management: The Basics for Success

2011

**Management**

**The Academy of Management under the President**, Bishkek

- Bachelor of "Management of organisations", Diploma with Merit

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## ACTIVITIES & OTHER EXPERIENCE

July 2019 to June 2020

**Cofounder, sales/product manager** *Coffee Shop “Alternativa”*, Bishkek, Kyrgyz Republic

September 2016 to August 2018

**Cofounder, sales/product manager** *Sewing workshop “KelinStyle”*, Bishkek, Kyrgyz Republic

August 2011 to July 2012

**Lecturer in Management** *The Academy of Management under the President of the Kyrgyz Republic*, Bishkek, Kyrgyz Republic