

EDUCATION

NAZARBAYEV UNIVERSITY, Astana, Kazakhstan
Bachelor of Arts in Economics at School of Social Science and Humanities

- Minor: Mathematics

GRADUATION YEAR:
August 2021 - June 2025

WORK EXPERIENCE

ACCOUNTING AND AUDITING CLUB, Nazarbayev University, Astana, Kazakhstan

January 2023 – current

Head of HR Department

- Active member of the Accounting and Auditing Club, a student-run organization that focuses on enhancing knowledge and skills in the fields of accounting and auditing.
- Contributed to the organization's success by participating in various events and activities, including organizing case championships, and inviting guest speakers from Big4 companies to share their insights and expertise.
- Showed dedication and commitment by regularly attending club meetings and actively contributing to the organization's initiatives.

EDUCATION CENTER “Simba”, Astana, Kazakhstan

September 2022 – current

Math tutor

- Came up with 4 creative games.
- Helped underachieving students achieve academic goals by assessing educational weaknesses and finding effective teaching methods.
- Effectively managed the operations and student behaviour for classes holding up to 6 students.
- Planned educational weaknesses and finding effective teaching methods.
- Successfully adapted teaching methods according to situations, topics and age groups.
- Individualised instruction and tutoring to match student knowledge and skills.

LLP “Armanda Logistics”, Karaganda, Kazakhstan

May 2021 – August 2021

Account manager

- Learnt practical skills and techniques by shadowing senior staff to understand organization's operations and procedures.
- Received and processed incoming and outgoing emails.
- Found and retrieved requested information by searching files, databases and storage media for authorized individuals.
- Maintained organized filing systems, staff calendars and pending tasks, sorting incoming items for action and prioritizing important projects.
- Screened incoming calls, inquiries and requests by taking messages and forwarding to relevant staff.
- Registration of incoming orders from customers in accordance with internal company regulations.

VOLUNTEERING

XIII Christmas Charity Bazaar event organized by Ambassadors Spouses Association.

2022

ADDITIONAL INFORMATION

- **3rd place on Case championship** organized by “Mars”, Astana, Kazakhstan **2022**
 - the leader of “Saturn” team.
 - the 3rd place out of 50 teams.
 - We have calculated the P&L table and compiled a strategic plan for the launch of new company products for the next 3 years.
- **Finalist of Case championship** organized by “AIESEC”, Astana, Kazakhstan **2022**
 - the leader of “Sirius” team.
 - Among top 10 groups out of 80 teams.
 - Developed a two-stage digital strategy to promote the company's brand.

SKILLS

Hard skills: Excel for Finance (Finance related functions (VlookUp, Index, Match)), Statistical tools (STATA), Algorithms Analysis, Database Management (SQL).

ADDITIONAL COURSES

- Udemy: **Microsoft Excel** - Excel from Beginner to Advanced **2023**
- Udemy: The Complete **Financial Analyst** Course **2023**

LANGUAGES

Kazakh (Native), Russian (Fluent), English (Advanced).