**Makhfuzakhon N. RASSIQ**

Walnut Creek, CA 94598

Email: [boborajabova@yahoo.com](mailto:boborajabova@yahoo.com)

Cell: (925) 323-0298

**OBJECTIVE: IT Technician**

**PROFESSIONAL EXPERIENCE**

**Merchandise associate** (October, 2017 – present)

**TJMaxx Store** – Walnut Creek, CA

* Assisting in the daily operations of the Store, including merchandise presentation, processing, engaging with customers, keeping clean the area, customer service.

**Sales and Ticketing Agent (**August,2008 – August,2011**)**

**Carlson Wagonlit Travel, Independently owned by Travel Vision LLC** – Dushanbe, Tajikistan

* Provided corporate travel services such as reservations and issuance of tickets for air, hotel and car travels, visa and passport control.
* Translated correspondence (incoming and outgoing documents), statements, certificates, different technical documentations, minutes from Russian into English and vise versa.
* Solicited corporate clients through cold calls and proposals.

**Senior teacher and Chancellor’s Assistant (**September,2004 – August,2008**)**

**Technological University of Tajikistan** – Dushanbe, Tajikistan

* Taught International Economic Relations, World Economy, Tariff and Customs Regulation.
* Assisted in events planning and implementation.
* Facilitated students’ communication and relations with the University.
* Draft and prepare correspondence for signature

**EDUCATION**

**Tajik State University of Commerce** - Dushanbe, Tajikistan

Diploma (September,1997 – May,2002)

* Department: Commerce and Customs
* Qualification: Bachelor’s degree in Customs affairs

**Secondary School** – Dushanbe, Tajikistan

Certificate (September,1986 – June,1997)

* Primary, secondary/pre-university education

**Certificate of National Professional Certification in Customer Service**

**LANGUAGES**

**Tajik** –Mother tongue

**English** – Good reading, writing and speaking

**Russian** – Professional reading, writing and speaking

**Persian** –Conversational

**COMPUTER SKILLS**

* Intermediate working with Microsoft Windows and Microsoft Office of different editions (WordTM Advanced, ExcelTM Intermediate, Power PointTM Intermediate, Outlook Intermediate).

**OTHER INTERESTS and SKILLS**

* Reading, philosophy.
* Hardworking, motivated, patient.
* Teamwork spirit and quick adaptability to multicultural environments.
* Good communication and interpersonal skills.