

# ELMIRA BAIKULOVA



September 28, 1987



Married



elmirabaikulova@gmail.com



@kazakh\_speaking\_club



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8/2 Shevchenko Street,  
Apt. 99, Astana

## Skills

- Languages:
  - Kazakh – Fluent
  - Russian – Fluent
  - English – IELTS 5,5
  - French – Intermediate
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook, Teams)
- Budget planning and cost control experience
- Project management and event organization skills
- International communication and partner coordination experience
- Experience in Social Media Marketing (SMM) and Canva



## Objective

**“The best way to find yourself is to lose yourself in the service of others.” – Mahatma Gandhi**



## Work Experience

### Head of Media Support and Communications Department

#### «Media damuty qory» Cooperation Fund (Astana)

*June 2024 – Present*

- coordinating media projects and training, overseeing external communications
- organizing meetings and events
- managing relationships with government agencies, local and international companies
- overseeing contracts, memorandums, and partnership agreements

### Senior Manager of Media Support Department

#### «Media damuty qory» Cooperation Fund (Astana)

*March 2024 – June 2024*

- developing and implementing media projects
- managing internal and external documentation
- interfacing with journalists and media outlets

### Press Secretary

#### Medical Center of the President's Affairs

#### Administration of the Republic of Kazakhstan (Astana)

*March 2023 – February 2024*

- handling communications with the press, organizing press conferences
- preparing press releases and other informational materials
- collaborating with government bodies and subordinate enterprises

# ELMIRA BAIKULOVA

## Personal qualities

- Responsibility
- Goal-oriented
- Team player
- Stress resistance
- Communication skills
- Initiative

## Additional information

- founder of the social media pages **@kazakh\_speaking\_club** and **@bura\_bura\_park**, aimed at promoting the Kazakh language and culture
- volunteer for the **@batu\_books** project – a series of children's books aimed at promoting Kazakh culture
- featured in the book **«Tamyр reflection: 33 stories of heritage and entrepreneurs in Kazakhstan»**

## Training & Certificates

**Apr 2025** - *Leadership: Creating Public Value* by HarvardX, an online learning initiative of Harvard University through EdX

**Apr 2025** - *Strategic Communication in the Digital Era* by University of Toronto through Coursera

**2025** - *Mediamanagment*: by Euronews Academy



## Work experience

### Senior HR Specialist ATF Bank JSC (Almaty)

May 2016 – May 2021

- providing administrative support to the HR department
- managing internal communications and corporate culture initiatives

### Senior Corporate Culture Specialist ATF Bank JSC (Almaty)

October 2014 – May 2016

- organizing corporate events
- managing the company's internal communications

### Deputy Director ESTIMA-PROM LLP (Almaty)

January 2012 – September 2014

- overseeing operational activities of the company
- coordinating employee activities

### Editor Kultegin Publishing House LLP (Astana)

July 2009 – January 2011

- editing and preparing books and magazines for publication



## Education

**2009–2010**

**L.N. Gumilyov Eurasian National University**

Master's Degree in International Relations

Languages: French and English

**2005–2009**

**L.N. Gumilyov Eurasian National University**

Bachelor's Degree in International Relations,

Languages: French and English