**CURRICULUM VITAE**

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| Surname: | Zhunusova |
| Name: | Aigerim |
| Date of Birth: | 20 November 1987 |
| Gender: | Female |
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| **Education** | **2006-2009** - Tourism, Akmola State Polytechnic College  **2016-2018** - Bachelor’s in Management. Humanitarian and Technical Academy Kokshetau  **2018-2019** - Masters in Management. Humanities and Technical Academy of Kokshetau |
| **Work Experience** | **01 January 2021 – present Specialist for Research Administration**  **-** preparing the necessary documentation, organizing and conducting informative presentations on travel expenses and membership fees for School staff;  - conducting correspondence in the circle of one's functional duties;  - taking part in the formation (adjustment) of the annual (medium-term) budget of the School in the framework of the supervised area, with the collection and formation of supporting documents;  - monitoring of the implementation of the annual budget within the supervised direction and making proposals for adjustment;  - monitoring of the correctness of the reflection of expenses in the accounting system and consolidate with the Department of Finance to make adjustments;  - including primary information into the database of faculty's research activities;  **16 March 2020 – 31 December 2020 Operations Specialist**  **Nazarbayev University, Nur-Sultan**  **Main Duties:**  - Working with all kinds of documentation including confidential: sending memos to different departments NULITS, USM, Office of the Provost.  - Visa issuance, visa renewal and invitation letters.  - Legalization of different kinds of documents for the faculty members.  - Registering foreign citizens’ arrival in migration service and maintaining the database of arrivals.  - Passport renewal issues.  - Issuing and changing ID cards.  - Issuing and applying for IIN for the faculty members.  - Issues regarding relocation and accommodation on campus.  - Dealing with office allocation and office infrastructure.  - Dealing with logistics issues for Faculty members.  - Documentation support, collecting contracts for signature and registration.  - Preparing acceptance sheets for the resignation process.  - Submitting books to the Library NU for resigning employees.  - Dealing with all kinds of assignments in a quick and efficient way.  - Preparing meeting reports both online and offline.  - Providing instant information of any kind requested by Faculty within 24 hours.  **15 October 2015 – 15 March 2020**  **Block Manager. University Service Management, AOE Nazarbayev University**  **Main duties:**  - Assistance to the faculty on all working issues.  - Official correspondence within my competence with AOE Nazarbayev University and its Institutions.  - Participation in planned activities of the University and its Institutions.  - Conducting an annual inventory, as well as consulting assistance on all issues of the block employees and other executions.  - Control and safety of property.  - Control over the cleaning service of the block.  **1 March 2013 – 1 October 2015**  **Tourism Manager. “KAZTOUR” LLP**  **Main Duties:**  - Consulting interested customers on attractive areas.  - Participation in thematic exhibition.  - Conclusion of contracts.  - Development of individual routes for customers.  - Work with hotels and travel agencies.  **12 January 2009 – 25 February 2013**  **Tourism Manager. “ARCS Kazakhstan” LLP.**  **Main Duties:**  - Development of individual routes for customers.  - Work with hotels and travel agencies.  Skills: Thorough study of resorts in Hainan, Turkey and the UAE. |
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| **Language** | Russian – Fluent; Kazakh – Fluent; English – PreIntermediate. |
| **Personal qualities** | Communicative; Responsible; Fast learner. |

All supporting documents will be provided on request.