

CURRICULUM VITAE

PERSONAL INFORMATION:	
Applicant:	Manuchehr Boboev
Permanent address:	Khujand, Dis. 19, house 3, apart. 94
Phone:	(+994) 50 508 25 66
Email:	m.u.boboev27@gmail.com
Place and Date of birth:	March 27, 2001 Khujand, Tajikistan
Citizenship:	Tajikistan

Professional / Work Experience:

2017 – 2019 VOLUNTEER/ STUDENT ACTIVIST

Position/Title: Member of school council

Responsibilities and activities:

- Conducting Peer education activities among the youth.
- Organization and coordination of youth sport activities.
- Negotiation and organization of entertainment activities/events among schools.
- Assistance in organization of stirring committee at schools to increase the pupils' knowledge on different topics.

2014 – 2019 VOLUNTEER/ INTERNATIONAL FEDERATION OF RED CROSS

Position/Title: Team leader and Project Manager

Responsibilities and activities:

- Team navigation and management.
- Realizing independent social projects.
- Arranging team discussions and gatherings.
- Developing projects and activities within IFRD framework.
- Volunteering and participating in official events held by IFRD.

February 2021 – July 2021 INTERNATIONAL ORGANIZATION/ AISEC in Azerbaijan

Position/Title: Communication Manager in Business to Consumer Department

Responsibilities and activities:

- Market research and analysis.
- Promotion and advertisement of the products.
- Consumers' data collection and management.
- Creating direct network between organization and consumers.

February 2022 – April 2022 EMBASSY OF THE REPUBLIC OF TAJIKISTAN IN BAKU

Position/Title: Intern in the Information Department

Responsibilities and activities:

- Documenting and organizing official reports for the Ministry of Foreign Affairs of Tajikistan.
- Arranging the information exchange between the Embassy and the Ministry of Foreign Affairs of Tajikistan.
- Updating the official agenda of the Embassy according to the Ministry of Foreign Affairs' instructions.

- Collaborating with other departments within the Embassy to conduct events due to national holidays and other cultural gatherings for the diaspora of Tajik people living in Azerbaijan.

April 2022 – August 2022 TRIPESTA TRAVEL COMPANY

Position/Title: Operations Manager

Responsibilities and activities:

- Managing the companies database system via Excell.
- Registering information about active sales, clients and relevant dates into the database
- Processing and tracking the updates on active sales such as sales cancelations and changes in sales' terms
- Professional communication with partnering hotels and agencies
- Constant communication and negotiations with partnering hotels regarding the active reservations
- Making reservations in hotels and communicating hotels about changes and updates
- Managing the payments process to hotels.

Education:

2019-present	BA International Studies in ADA University	
2008 - 2019	Secondary school	Certificate

Skills and Competencies:

Language	Understanding		Speaking		Writing
	<i>Listening</i>	<i>Recording</i>	<i>Production</i>	<i>Interaction</i>	
<u>English</u>	Advanced	Advanced	Advanced	Advanced	Advanced
<u>Russian</u>	Advanced	Advanced	Advanced	Advanced	Advanced
<u>Tajik</u>	Fluent/Native	Native	Native	Native	Native

Computer skills:

- Frontend Engineering (certified HTML5 and CSS3),
- Statistics (STATA 13, eSTAT, Excel, Access),
- MS Office applications (Word, Power Point, etc.),
- Web and Email applications (including Outlook, Zoho Mail, Teams, WebEx, Zoom, Skype and other),

Personal Skills: Expanded experience in teamwork, leadership experience, organizational, negotiation and professional communication skills, project management, client orientation, sensitivity to diversity, flexibility & adaptability, initiative, interpersonal skills to build trust and confidence, resilience to pressure, patience.

References:

Ms. Sama Aghamammadova, AISEC in Azerbaijan, Local Committee Vice President
Email: sama.aghamammadova@aiesec.net

Mr. Muhiddin Yoqubzoda, Embassy of Tajikistan in Baku, Head of Information Department
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Mr. Turan Karimli, Tripesta Travel, CEO and Founder
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