



Toimet Murat Bakhytzhanuly

Male, 26 years, born on 3 March 1996

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LinkedIn: <http://linkedin.com/in/toimetm>

Reside in: Shymkent

Citizenship: Kazakhstan

Work experience 4 years 7 months

February 2022 —
February 2023
1 year

JSC “Kazpost”

Head of HR Automation Department

Project team management. Project monitoring control. Work planning. Negotiating with stakeholders, suppliers, project participants. Staff motivation. Development of strategy and direction of the project team. Maintenance of design and technical documentation. Modeling of business processes. Presentation and collection.

June 2020 —
January 2022
1 year 8 months

JSC “Kazpost”

Senior Manager

Technical and project support of HR-processes in the EDMS "Documentolog". Participation in integration projects for SAP HCM and EDMS "Documentolog". Optimization of business processes. Development of design and technical documentation. Administering the Remote Teams task reporting system. Project management of KZP Remote Teams. Development and support of projects for chat bots.

August 2018 —
May 2020
1 year 10 months

PI "Corporate University" Samruk-Kazyna "

Intern

Internship in the groups of the NSE JSC "Samruk-Kazyna". The program for the development of young talents "Zhas-Orken". Participation in projects of various business sectors, development of project documentation, participation in operational work, analysis and management decisions. Periodical training and development of management competence.

December 2019 —
April 2020
5 months

NAC Kazatomprom JSC

Information Technology Consultant

Participation in the IAS on ICT infrastructure, participation in audits of the society for digitalization and automation. Development of a methodology for assessing the competence of personnel based on Excel VBA, participation in ITSM projects.

JSC “Kazpost”

July 2019 —
November 2019
5 months

HR Automation Consultant

Participation in the automation of HR projects, development of functional specifications, development of technical specifications, personnel training, analytical calculations for unloading the SAP HCM system, addition of the functionality of the EDMS "Documentolog", participation in

advice on optimizing business processes, change management.

August 2018 —
June 2019
11 months

KEGOC JSC

Senior Engineer Assistant

Development of project documentation, participation in innovative projects, development of technical documentation, development of educational and scientific documentation, performance of operational work, instructions for SR, ER. Analytical calculations of capacities, analytical calculations of electricity losses and calculation of the efficiency of transmission lines and electrical installations. Participation in councils and meetings on R&D and energy efficiency. Participation in projects to optimize business processes. There was a transition from the Regional Branch to the Central Office.

Education

2019

Auezov University

Higher School of Energy and IT, Information Systems

2017

Auezov University

Higher School of Energy and IT, Electrical engineering

Professional development, courses

2020

Coursera

Coursera, Python

2020

FreeCodeCamp

FreeCodeCamp, Web Development

2019

National Research University "Higher School of Economics", St. Petersburg

NRU "HSE", Manufacturing Enterprise Management

Tests, examinations

2020

Coursera

Coursera, Python

2020

FCC

FCC, Responsive Web Design

Electronic certificates

2020

Python
Responsive Web Design

Key skills

Languages

Kazakh — Native
English — C1 — Advanced

Russian — C2 — Proficiency

Skills

Efficiency Communication skills Stress tolerance Project management Adobe Photoshop
Personnel training Optimization of business processes MS Project CSS JavaScript MySQL
Git AutoCAD HTML5 SQL Python ARIS EDMS ES6 SAP HCM