

ASEL KADYROVA**BUSINESS DEVELOPMENT/SALES/MARKETING/PROJECT MANAGER**

Mobile – (+34) 655516244 & (+34) 644266535, Email – aselkadyrova@outlook.com, Madrid, Spain



OBJECTIVE STATEMENT: To obtain a rewarding position that offers the chance to play a key role in Business Development, Sales and Marketing in a dynamic, young and international work environment, where could be used my experience and skills for the success of the company as well as where I could grow professionally by learning from Senior Professionals.

CAREER SUMMARY: Experience in Business Development, Project Management, Business Administration and Executive Assistance in private and public sectors with strong emphasis in International Projects. Knowledge in legal practice and fundamental theories of law as well as in the fields of International Cooperation for Development and Corporate Barter in International Trade.

KEY SKILLS SUMMARY: Market Survey, Project Management, Report Preparation, Written Correspondence, Customer Service, Marketing & Sales, Product & Service Presentations, Contract Preparation, Translation & Interpretation, Accounting & Bookkeeping, Billing, Payment Collections, Cash Control, Organization of Business Trips & Meetings for CEO's, Customer Development, Database Administration, Event Marketing, Promotional Tactics, Business Networking.

MANAGERIAL SKILLS: Comprehensive understanding of the internal processes and organizational structure of businesses; Taking charge of long term projects; Able to review the time and resources spent with a prospect client against the return on investment; Anticipating the changing needs of clients and customers; Team player who is able to work with others in pursuing common goals; Having a precise, concise and effective approach to handling objections from prospective clients; Ensuring a targeted, proactive and commercial approach to business development; Anticipating market trends in a fast changing business environment.

PERSONAL SKILLS: Good analytical, organizational, interpersonal, problem solving and excellent linguistic skills. Detail oriented personality with strong abilities to accomplish specific objectives/assignments and easy adjustment to a new work and socio-cultural environments. Lifelong student and purpose driven person. Proven excellent social networking skills.

LANGUAGE SKILLS: Bilingual in English and Spanish; Native in Russian, Kazakh and Kyrgyz.

COMPUTER SKILLS: Microsoft Word, Excel, Power Point, Access, ContaPlus, FacturaPlus, SAP (in process).

EDUCATION:

Bachelor's in Law, National University of Kyrgyz Republic - 1998 - 2003

Masters in International Secretariate and Business Administration, Paraninfo School – 2004 – 2005

Postgraduate Expert in Inguality, Cooperati6n and Development, UCM – 2005 - 2006

COMPLEMENTARY EDUCATION:

Psychology (negotiation skills training), Kyrgyz-Slavic University – 1999 - 1997

International Public Law, Student Bar Association of the Kyrgyz Republic (SBAKR) ABA CEELI – 2001 - 2003

Intensive Spanish, Language School - "Maravillas" in Málaga – 2003 – 2004

Spanish Immigration Law, Law School – "Professional Experience" – October – November 2004

International Humanitarian Law and Operations of Peace, Spanish Red Cross – December 2005

Intensive French, French Institute of Madrid – 2005 – 2006

Painting Techniques, Salamander School of Painting – 2006 – 2007

Access to Bachelor's in Psychology, UNED – 2008 – 2009

PhD in Counseling/Psychology, CLU – 2010 – in process

WORK EXPERIENCE:**Project Manager**, Estudio Jurídico y Financiero Fortuny S.L. – 2005 – 2006

Development of business relations in Russia and India; negotiation of business opportunities with prestigious local law firms in these countries and reached to close the cooperation agreements in different sectors of Spanish market for goods import and export; organization of meetings with foreign public institutions and journalists in Madrid; management of the projects already in implementation; translation of the contracts with clients; participation in child adoptions from Ukraine by Spanish families; search and identification of new business opportunities for the company.

Executive Assitant, Forward S.L. – 2006 – 2007

Assistance to the General Manager mainly and at times to the company staff as well in International communication; translations/editions of legal documents; financial management of International projects; invoicing follow-up with the regional offices of the client in Latin America, North Africa, Russia, Central and Pacific Asia, USA and Europe. Elaboration of budgets for new project; coordination of technical information between company designers and headquarter staff of the client in Basel, Switzerland.

Head of Administration, Cheic S.L. – October 2007 – February 2008

Responsible for the Administration Department of the headquarter in Madrid: development of certain formats for better management of invoicing process; expenditure control of the office in Beijing (China); information search for the reports in preparation and new projects development; organization of meetings for the clients with Chinese scientists and business trips; translations and edition of documents.

Project Coordinator, Altair Asesores S.L. - February 2008 – August 2008

Project Implementation Department: technical assistance of the projects funded by European Commission; negotiation with the local and international experts; evaluation and elaboration of the project budgets; new bid preparation and submission; search of the Experts according to the terms of references of the EU Delegations in Asia, Africa and Latin America; invoicing control; reports on the status of the assigned projects.

Head of Sales & Administration, Argent Trading International Inc. – 2008 – 2013

Responsible for the Sales and Administration Department of the branch office for Spain and Portugal: commercial and administrative management between clients, suppliers and headquarters in Brussels and New York; remarketing of large stocks internationally; customer service and business presentations for prospects; coordination of the office invoicing and expenditure reports monthly; control of the inventories and cash flow; translations and interpretations; assisting the General Manager and other company CEOs; meetings and business trips organization; market survey of emerging regions and countries according to the strategic interests of the company.

Founder/Business Project Development, “La Nómada de Asia Central”, 2013 - current

Developing a new business project that aims to provide assistance to the companies interested in opening the region of Central Asia for their products and services. There are two main wings of work in process: socio-cultural and commercial, which consists in organizing social and business events to promote countries like Kazakhstan, Kyrgyzstan, Uzbekistan, Turkmenistan and Tadjikistan as well as in providing specific services such as market survey; search for new business prospects; business development; organizing business meetings with possible partners in the region and the field of interest; import/export management; HR services; translation/interpretation; business missions. Also same services provided for Central Asian businessmen interested in opening their business in Spain.