

Ansar Nurmakhambet

Portfolio

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EDUCATION

Nazarbayev University – Astana, Kazakhstan
School of Sciences and Humanities - Bachelor of Arts in Economics
cGPA: 3.45/4.00
Minor: World Languages and Literature

August 2020 – June 2024 (expected)

EXPERIENCE

Office of the Registrar – *Student Support Unit intern*

May 2023- January 2024
Astana, Kazakhstan

- Offered personalized and professional consultation services to students, addressing their academic inquiries and concerns
- Facilitated effective communication between students and teaching staff by promptly addressing their queries and concerns via email
- Ensured the timely and accurate printing and issuance of academic documents, such as transcripts and certificates, adhering to established timelines and quality standards

Global Coffee – *Barista*

December 2023
Shymkent, Kazakhstan

- Skillfully crafted and served a variety of coffee beverages, earning high praise from customers for precision in preparation and attention to detail
- Implemented efficient inventory management, reducing waste by 20% through strategic ordering and monitoring expiration dates
- Maintained an impeccable track record of accuracy in cash handling and register management, ensuring zero discrepancies during the tenure.

Fatima Al-Fihri Open University – *Marketing Communications Intern*

June 2023- November 2023
Remote

- Developed robust skills in data analysis, information sharing, and crafting insightful reports that drove impactful marketing strategies for university brands and courses
- Contributed to a dynamic global team from 93 nations focused on making education accessible and affordable for everyone
- Conducted workshops and attended skill-enhancing training sessions to stay updated with the latest trends in marketing communications

Appen – *Kazakh Audio transcriber*

June 2023- November 2023
Remote

- Actively contributed to the development of AI models by providing accurate and high-quality transcriptions of audio content in the Kazakh language.
- Collaborated with a diverse team of language professionals to maintain consistency and accuracy in linguistic modeling across different projects
- Utilized online crowdsourcing platforms such as Lark and TCS to efficiently transcribe audio content, demonstrating adaptability and proficiency in various transcription tools.

CoronaNet – *research assistant*

January 2023 – May 2023
Astana, Kazakhstan

- Conducted in-depth research on government policies and measures implemented during the COVID-19 pandemic
- Contributed to the data analysis of province of Aragon in Spain: coded more than 80 policies
- Demonstrated exceptional commitment and dedication to the project, earning recognition as "RA of the week" for outstanding performance and contributions

PetroKazakhstan Oil Products – *intern in travel department*

December 2022
Shymkent, Kazakhstan

- Got to know office and corporate culture of Petro Kazakhstan Oil Products company
- Assisted in coordinating and organizing work-related travel arrangements for employees, ensuring their trips were efficiently planned and executed
- Played a key role in managing documentation related to accounting and trip reports, meticulously sorting out and maintaining over 100 important records

Talkeetna Alaskan Lodge – *room attendant*

May 2022 – August 2022
Alaska, USA

- Worked in a foreign country with coworkers from various parts of the world
- Demonstrated strong interpersonal skills, handling guest complaints with tact and professionalism, resolving issues promptly to ensure a pleasant stay experience
- Main responsibilities: cleaning around 12 rooms a shift, handle guests' complaints and anticipate their needs, reporting to manager, taking records of the supplies

Coffee shop “Coffeemolka” – pastry chef assistant*February 2021 – July 2021**Shymkent, Kazakhstan*

- Introduced new dessert options to the menu, resulting in a 20% increase in dessert sale
- Demonstrated efficiency in time management, contributing to the successful execution of daily baking schedules while maintaining product excellence
- Gained practical insights into business management within the food and beverage sector, including inventory control, supplier relations, and customer satisfaction.

EXTRACURRICULAR ACTIVITY

NU School of Sciences and Humanities – Peer-adviser*September 2023 – present*

- Conducted degree audit sessions with students, providing in-depth insights into their academic progress and assisting in course planning for successful degree completion
- Established a supportive and open communication channel, effectively advising students on University resources and connecting them with relevant services
- Collaborated with faculty and staff to stay informed about changes in academic policies and requirements, ensuring accurate and up-to-date advising for students

NU Students Awards – organizing committee*January 2023 – May 2023*

- Led and facilitated Selection Committee meetings, contributing to the fair and unbiased evaluation of nominees
- Conducted thorough background checks of the nominees to verify their eligibility and accomplishments, maintaining the integrity of the awards
- Participated in the communication and promotion sub-working groups, devising effective strategies to raise awareness about the awards and encourage student participation.

Cooking Club – graphic designer*September 2020 – May 2023*

- Conceptualized and designed eye-catching posters for promotional purposes, effectively attracting the attention of potential club members and participants.
- Took the lead in designing a comprehensive visual guide on breakfast ideas, featuring recipes and inspiring culinary creativity among club members
- Successfully hosted four cooking sessions on diverse themes and cuisines, where I prepared and cooked various dishes, contributing to the club's active engagement and growth.

Nazarbayev University Student Government – SMM-manager of Ministry of Education*January 2022 – May 2022*

- Curated and created compelling content for the ministry's Instagram page, resulting in a significant increase of over 200 followers during my tenure
- Designed more than 15 visually appealing announcement and promotional posters, effectively communicating important updates and events to the student body
- Demonstrated videography and video editing skills by producing approximately 10 interviews and multiple video reports from various events hosted by the Ministry of Education

NUFYP Student Council – PR-manager of a social department*August 2019 – May 2020*

- Coordinated and promoted several thematic events catering to the diverse interests of foundation year students, fostering a sense of community and inclusivity
- Acted as a student representative, articulating the concerns and suggestions of the Student Body to the administration, thereby contributing to continuous improvements in the student experience
- Demonstrated effective leadership and communication skills within the Student Council team, collaborating to create a positive impact on the foundation year students' overall campus experience

SKILLS/INTERESTS

- Languages: fluent Kazakh, Russian, English; intermediate Spanish; beginner Turkish
- Intermediate knowledge in economics software programs: Stata, R Studio
- Intermediate knowledge in coding software: HTML, CSS, JavaScript
- Intermediate knowledge in Microsoft Office: Excel, PowerPoint, Word
- Proficient with Canva, VN, and iMovie. Learning Adobe Photoshop to further enhance design skills
- Volunteered at Teaching for Heroes as English teacher, NU Graduation Ceremony, Education Fairs
- Showcased solo and team-show performance with NU Dance Club on dancing competition and debut concerts
- Interests: Visual design, Service enhancement, cultural exchange, baking, dancing, swimming, mobilography, vlogging
- Personal YouTube channel with around 15 vlogs and a TikTok account with over 72k likes, showcasing storytelling and content creation skills