

Curriculum Vitae



Asadbek Melibaev

Contact Details

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Skills

- HTML5
- CSS3
- MS Office
- ASSD Hotel and Hostel Software
- C++, JavaScript Base
- Guest services

Languages

- Uzbek – Native speaker, technical and business language
- English - Fluent in speech comprehension and writing, technical and business language
- Russian - Fluent in speech comprehension and writing, technical and business language

Hobbies

- Reading
- Traveling
- Sports
- Self-improvement

Summary

- Certified call center representative with a year of experience providing excellent customer service to complex customers.
- Proven track record of multitasking, attentiveness and courtesy Experience in a fast-paced and energetic environment that prioritizes customer needs and concerns.
- Contacted client services to answer basic questions about the supermarket.
- Customer service representative who meets and exceeds customer expectations by providing friendly, professional, and courteous service to clients.
- Working according to the principles of Philipp Kotler, which says that marketing of company is provided not only by Marketing Department, but the whole company.

Experience

III – IX 2022, **Sarkor Telecom**, Tashkent, Uzbekistan. Sales Agent/Customer Service.

Roles & responsibilities included:

- Searching for potential customers.
- Providing negotiations and selling the product.
- Troubleshooting with Customers and Colleagues.
- Working with companies own B2B and B2C systems.

IV – X 2021, **Green Apple Supermarket**, Tashkent, Uzbekistan. Sales Associate.

Gained & used experience:

- Service-based selling.
- Retail Sales.
- Complaint Resolution.
- Communicating with supplier and troubleshooting.
- Inventory.

IV – VIII 2020, **Arrows & Sparrows restaurant**, Tashkent, Uzbekistan.

Waiter/Customer Service.

- Understanding of food safety regulations.
- Familiarity with food serving procedures.
- Proficient in sales terminals.
- High standard of customer service.
- Keen attention to detail.
- Strong timekeeping ability.
- Greet customers as they settle at the tables in the restaurant and Inform customers of the daily and weekly specials.

Extracurricular activities

IV – V 2022. Organized MUN for outstanding students at the lyceum.

- Organized meetings of students and influencer MUN organizers.

- *Organized co-workings with Student Councils of other lyceums.*
- *Provided information throughout all lyceums of country.*

IX 2022 – V 2022 Co-Founder of Students' Union at the lyceum.

- *Created the strategy to unite the students on a great path to help them find their ways.*
- *Founded and provided info committee of SU.*
- *Organized meetings with other SU's for collaborations.*
- *Managed social network accounts of SU.*

Education

*Present. **Wyższa Szkoła Bankowa w Warszawie.** Faculty of Management. Major: Marketing and Sales. Degree: Bachelor. Language: English.*

*IX 2022 – II 2023. **Uniwersytet Łódzki.** Faculty of Computer Science. Language: English.*

*IX 2020 – V 2022. **Academic Lyceum of Foreign Languages University of Uzbekistan.** Major: Social-Humanitarian studies. Languages: Uzbek, English and Russian.*

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