

# SIROJBEEK DJUMANIYAZOV



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Visa status: Tourist Visa

## PROFESSIONAL SUMMARY

A dynamic, creative, resourceful, friendly and extremely hard-working candidate with excellent interpersonal skills and the ability to communicate concisely at all levels. A self-starting person who has lots to offer in terms of enthusiasm with the ability to bring high standards to the workplace. Enjoys being part of the successful and productive team, proven through work experience. A good problem solver, who enjoys helping people as much as possible with excellent customer care experience. Pays great attention to details and would make significant contributions to the business. Looking for a suitable position as the next step in a growing successful career.

09/2019 – 03/2020



### Supervisor

#### Neat and Net LLC, Dubai, UAE

- Organize workflow and ensure that employees understand their duties or delegated tasks
- Monitor employee productivity and provide constructive feedback and coaching
- Preparation of quotations as per client's request
- Receive complaints and resolve problems
- Ensure adherence to legal and company policies and procedures and undertake disciplinary actions if the need arises

10/2018 – 09/2019



### Sales Associate in (Dubai Duty Free)

#### Blue Gulf Marketing, Dubai, UAE

- Providing first-class customer service
- Work with luxury brands (TOM FORD, DOLCE&GABBANA, Kilian, Gucci, Clive Christian, Creed, Carolina Herrera, and more)
- Assisting customers with questions, needs and purchases. Assisting customers with purchase decisions. Assisting in physical inventory counts.
- Ensuring that all customers receive excellent service through direct salesmanship and prompt and courteous service.

10/2016 – 10/2018



### Office Manager

#### General Motors Uzbekistan, Tashkent

- Organized regular meetings with dealerships to settle automotive deals and consistently exceeded the monthly target
- Sorting and distributing communications in a timely manner
- Generated 7-10 million dollar financial reports to the CEO which are then passed on to the government
- Using "back-office" computer systems (ERP software)

03/2015 – 10/2016



### Sales Associate

#### General Motors, Chevrolet Car Dealership Tashkent

- Participated in various incentive programs and contests designed to support achievement of production.
- Built strong client relationships and provided high value-adding services, resulting in a 15% company.
- Communicated regularly with territory, regional and strategic managers for daily support and strategic

07/2013 – 02/2015



## Assistant Manager

### Ermenegildo Zegna Boutique, Tashkent, Uzbekistan

- Deliver an excellent customer service in the store, providing friendly advice on their purchases.
- Provide exceptional service to all customers by handling all requests & complaints.
- Achieve daily and monthly sales targets by demonstrating technical selling skills and product knowledge.
- Carry out re-merchandising and price markdowns duties while achieving sales quotas
- Manage the cash register on a daily basis.

## EDUCATION

### AND TRAINING

09/2009–06/ 2013

Bachelor degree of Accounting and Audit  
Tashkent Financial Institute, Uzbekistan

05/ 2017–07 2017

Certificate in Accounting  
Centre of International Accounting and Auditing, Uzbekistan

10/ 2017–11/2017

Certificate of English course Global Study  
Global Study, Tashkent, Uzbekistan  
- Demonstrate high performance and translating & recognition of completion of all requirements.

05/2019-06/ 2019

Training for **Gucci** and **Hugo Boss** | **COTY.Inc**

06/ 2019

Training for **Carolina Herrera** and **Prada** | **PUIG**

07/ 2019

Training for **TOM FORD** and **Kilian** | **ESTEE LAUDER**

## PERSONAL SKILLS

**Mother tongues**  
**Foreign languages**

**Uzbek, Russian**

**English(fluent), Arabic(Beginner), Turkish(inter-te)**

**Communication skills**

- excellent written and verbal communication skills
- confident, articulate, and professional speaking abilities
- providing a warm welcome for customers and learning the names of and building relationships with regular customers

**Organisational & Managerial skills**

- Extremely organized
- Managing appointments
- Multitasking and Strategic thinking

**Job-related skills**

- Communications and Customer Service skills
- Demonstrated ability to manage multiple tasks.
- Ability to work under minimum supervision

**Digital skills**

- Advanced Computing and Applications. Level 4
- Advanced command of office suite:  
MC Office, MC WORD, MC Power Point, Adobe Reader, Adobe Photoshop, Sony Vegas spread sheet, presentation, software)
- social media management system and content planning