



## Daler Mavlonazarov

Date of birth: 02/03/1995

Nationality: Tajik

Gender: Male

### CONTACT

Witolda Swiadka 7, null  
35-310 Rzeszow, Poland

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(+48) 780601856

### WORK EXPERIENCE

**01/02/2022 – CURRENT** – Krakow, Poland

#### Senior Recruitment Coordinator

AMS

- Posting job adverts on sourcing channels
- Screening applications, resumes, and credentials for skills, experience, and knowledge (pre-employment checks)
- Maintaining a high level of customer satisfaction.
- Overseeing the background and pre-employment screening process.
- Participating in meetings/ conferences.
- Keeping system updated

**01/11/2020 – 13/08/2021** – Dubai, United Arab Emirates

#### Translator

Teleperformance

Oral and written translator services for clients Eng-Rus Rus-Eng; Custom Services

Medical and Financial interpreter cooperating with the medical and financial institutions in the USA

**14/10/2019 – 09/09/2020** – Moscow, Russia

#### Human Resources Assistant

Barin Residence Centre

Assisting with a day to day operation of the HR Functions and Duties.

Dealing with employee requests regarding human resources issues, rules, and regulations.

Compiling and Update Employee Records

Assisting in payroll preparation by providing relevant data (absence, bonus, leaves, etc.)

**06/08/2017 – 06/06/2019** – Moscow, Russia

#### Office Administrator

Supremo

Managing phone calls and correspondence (e-mail, letters, packages etc.)

Supervising administrative staff and dividing responsibilities to ensure performance.

Coordinating office activities and operations to secure efficiency and compliance with company policies

Keeping stock of office supplies and placing orders when necessary.

### EDUCATION AND TRAINING

**04/10/2021 – CURRENT** – Witolda Świadka, 7, Rzeszow, Poland

#### Master Degree in Business Management

University of Information Technology and Management

<https://en.uitm.edu.eu/>

**01/09/2013 – 14/07/2017** – Aaly Tokombaeva 7/6, Bishkek, Kyrgyzstan

## Bachelor in International and Business Relations

American University of Central Asia

[auca.kg](http://auca.kg)

**05/09/2013 – 05/07/2017** – 30 Campus Rd, Annandale-On-Hudson, New York, United States

## Bachelor in LA

Bard College

[www.bard.edu](http://www.bard.edu)

### LANGUAGE SKILLS

**MOTHER TONGUE(S):** Pamiri

**OTHER LANGUAGE(S):**

English

**Listening**  
C1

**Reading**  
C1

**Spoken  
production**  
C1

**Spoken  
interaction**  
C1

**Writing**  
C1

Russian

**Listening**  
C2

**Reading**  
C2

**Spoken  
production**  
C2

**Spoken  
interaction**  
C2

**Writing**  
C2

### COMMUNICATION AND INTERPERSONAL SKILLS

#### Personal Qualities

Good problem-solving, negotiation, and interpersonal skills.

Ability to work with different people, diverse cultures, and traditions.

Positive and friendly-ability to work in a team.

Fast learning and adapting well to new conditions.