ISLOMBEK MUROTALIEV

SOFTWARE ENGINEER

PERSONAL STATEMENT

A manager with more than 3 years of experience in different business industries. Has developed skills in the use of modern technologies such as Python, Django, Microsoft Office applications, etc., as well as multitasking. Excellent contact person for clients, colleagues. Currently seeking a job, which is related to the present course to change the profession.

CONTACT DETAILS

islombekmurotaliyev97@gmail.com

+447376166039

Wellington Road

E17 6LP

London, UK

SKILLS

PYTHON / DJANGO / TELEGRAM BOT / WEB APPLICATION / HTML / CSS / GIT / POSTGRESQL / MYSQL / BOOTSTRAP/MICROSOFT WORD / MICROSOFT POWER POINT / MICROSOFT EXCEL

EDUCATION

BSC IN COMPUTER SCIENCE, UNIVERSITY OF EAST LONDON
09/2021 – present

DIPLOMA OF ACADEMIC LYCEUM UNDER TASHKENT STATE TECHNICAL UNIVERSITY
09/2012 – 06/2015

PROJECT EXPERIENCE

TRIPTOURISM

https://github.com/mim2707/TripTourism.git

I created this website for the university coursework by using HTML, CSS and JavaScript. The task was to create staycation website of home country to attract more tourists from worldwide and from the inside the country.

MARTAUP

https://github.com/mim2707/MartaUp.git

I created this landing page in order to improve my skills on HTML, CSS and JavaScript.

WORK EXPERIENCE

EDUCATIONAL PROGRAM MANAGER

WORLD.UZ
16/01/2020 – 14/09/2021
Advise students about the Poland and US universities
Make contracts with students
Receive their documents
Submit documents to the universities
Apply for a student visa
Assist with any issues regarding the studies at the University

ISLOMBEK MUROTALIEV
SOFTWARE ENGINEER

HUMAN RESOURCES ASSISTANT
DISCOVER INVEST LLC.
07/08/2019 – 16/09/2019

Assist HR with the process of recruitment, including vetting candidates and issuing employment contracts
Support internal and external inquiries and requests related to the HR department
Compile and maintain paper, digital, and electronic employee records
Enter employee data into a computer database
Write and submit reports on general HR activities
Continuously learn the latest HR best practices to improve workplace efficiency

ADMINISTRATIVE ASSISTANT
AKBAR EDUCATION LEARNING CENTER
06/09/2018 – 26/02/2019

Serve as the main point of contact
Answer calls and correspondences
Act as a liaison between other professionals in the office
Create a general workflow
Maintain office supplies
Answer calls and other receptionist duties

EDUCATION ADMINISTRATOR
ALMAZ EDUCATION LEARNING CENTRE
10/06/2018 – 27/08/2018

Serve as the main point of contact
Answer calls and correspondences
Act as a liaison between other professionals in the office
Create a general workflow
Maintain office supplies
Answer calls and other receptionist duties

SALES ASSISTANT
MAKON SUPERMARKET
05/05/2017 – 13/05/2018

Maintain customer satisfaction through superior service
Maintain a clean store and ensure that merchandise is presented in an appealing manner
Receive and unload new shipments
Keep shelves fully stocked with merchandise
Stay up to date with merchandise, especially new products
Determine customers' needs and wants and suggest and display these items

MANAGEMENT ASSISTANT
TOURISM COMPANY
09/05/2016 – 07/02/2017

Assist with day-to-day tasks

ISLOMBEK MUROTALIEV
SOFTWARE ENGINEER

LANGUAGES

English – advanced
Russian – second native
Uzbek – native