

EDUCATION

- **Master of Public Policy in Economic Development** (MPP/ED). KDI <http://www.kdischool.ac.kr/> 01.2010 – 06.2011
- **Bachelor in Economics** / Termez State University <http://terdu.uz> 09.2001 – 06.2005

Training:

- **Manager Training Program / Management of SME / Economic Cooperation** in Germany. 10-11.2008
- **Classroom Management Workshop** in Tashkent. 03.2017
- **Inter-Disciplinary Workshops** in Singapore. 09.2017

Professional Experience:

KIUT (Kimyo International University in Tashkent) <https://kiut.uz/>

Teacher – Part-time, Marketing and Management Faculty

09.2023 – Present

Responsibilities: Conducting lectures, seminars, and workshops. Elaboration of study materials and translation for below subjects in English, Uzbek, and Russian.

1. **“Human Resources Management”, “Principles of Management”, “Logistics Management”** for Year 1,2,3,4 students,
2. **“Supply Chain Management”, “Research Methodology”** for MBA and Master 1st, and 2nd year students.

Alfraganus University in Tashkent <https://alfraganusuniversity.uz/>

Teacher – Part-time, Economics Faculty

09.2023 – Present

Responsibilities: Conducting lectures, seminars, and workshops. Elaboration of study materials for below subjects in Uzbek.

“World Economy”, “World Regional Economy” for Year 2 Full-time, and Year 2 Part-time students during whole Academic Year.

TIUE (Tashkent International University of Education) <https://tiue.uz/>

Teacher – Part-time, Business Management Faculty

10.2022 – 08.2023

Accomplishment: Successfully conducted respective five modules.

Responsibilities: Conducting lectures, seminars, and workshops. Contextualizing study materials and translation, conducting consultation hours, midterms, and final exams for below five modules/subjects in Uzbek, and English languages:

1. **“Business Operation”, 2. “Operating in Global Context”, 3. “Digital Marketing and E-Commerce”,**
4. **“Startup Acceleration”, 5. “Plan, Allocate and Monitor Work in Own Area of Responsibility”.**

Head of Business Management Faculty

05.2022 – 05.2023

Responsibilities:

- Selected and hired faculty members, organized “Teachers` Training”. Distributed teaching workload for the teachers.
- Appointed respective experts to develop study materials of the faculty in related modules.

HOD, Academic Management department

10.2021 – 05.2022

Responsibilities:

- Developed projects and amendments to academic documents: regulations, instructions, teaching workloads, schedules, and other documents for further approval by the university administration.
- Ensured compliance of academic process with the academic regulations of the university and the legislation.
- Participated in the planning of classes and monitored their timely delivery by the relevant teachers.

“Khan Academy Uzbek” project (under NGO Bilim Onlayn) Director

01.2021 – 09.2021

www.uz.khanacademy.org / www.xanakademiya.uz

Accomplishment: Coordinated completion of video recording of university level subjects; content translation, video recording and editing, quality assurance.

Responsibilities:

Video Content Preparation:

- Coordinated creation of video content as per approved Content Plan, Translation Plan, Video Plan, and Project Budget.
- Checked prepared video lessons for quality and compliance with Khan Academy USA.
- Worked closely with the video reviewers; content developers; coordinator of translators, editors, proofreaders.

Teachers Hiring and on Job Training:

- Searched and selected for translators, editors, and teachers, evaluated, and accepted them into the team.
- Developed written guidelines (including videos shooting processes) for teachers.

Brand and Product Awareness:

- Monitored blogging (useful articles), and social media channels.

Global University Systems <https://www.globaluniversitiesystems.com/> / <https://www.law.ac.uk/>

Business Development Manager in CIS for The University of Law, UK

08.2018 – 11.2019

Accomplishment: Established brand awareness in Uzbekistan for the University of Law, UK – confirmed by local agents. Identified regional key agents apart from existing agents in capital city.

Responsibilities:

- Student Recruitment. Conducting seminars and consultations.
- Brand awareness. Marketing Campaigns. Business Development in Uzbekistan.
- Key Accounts Development and Management. Partnership Management.
- Sales. Marketing. Positioning of Programs in the regions.

MDIST <http://mdis.uz> **HOD – Product Development and Management (PDM) department**

10.2015 – 12.2018

Accomplishment: Completed a 4 year-long challenging task on approval of Specific Regulation on Attendance Policy. Implemented 2 new MBA programs and obtained in country approval from the Ministry of Higher Education.

Responsibilities:

- Main person in charge of maintaining collaboration and solving major academic issues with the university-partners: Management Development Institute of Singapore, Bangor University (UK), University of Sunderland (UK).
- Collected study materials from Head Office to distribute to teachers for new Academic Year.
- Assisted respective departments to organize and achieve the partners' visits purposes events: external exam board, audit matters, quality assurance, admission, graduation ceremony, conferences.
- Revised and approved information on programs for brochures and other marketing prospects.

5* Jumeirah Zabeel Saray Resort / Jumeirah International www.jumeirah.com

Dubai, UAE

Guest Relations Executive – Rooms Division / Front Office department

10.2012 – 04.2015

Accomplishment: Generated extra revenue to the company.

Recognized as the best up-seller of the months. Become TSA certified Front Desk up-seller.

Responsibilities:

- Completed check-in and checkout process, conducted hotel and room orientation for the guests.
- Conducted show around, recommended and sold all facilities and service of the resort.
- Made room reservations, sold and up sold different room categories to maximize revenue.
- Served as a key contact to handle various inquiries of the guests (VIPs, Royal Family members, Celebrities).

GKD www.gkdream.com **Chief Administrative Officer – Planning and HRM dept.**

11.2011 – 10.2012

Accomplishment: Implemented an efficient reporting system for all departments, approved by General Manager.

Responsibilities:

- Made administrative support to General Manager, and Planning & HR department Director.
- Elaborated Internal Labor Regulations (ILR) with HR Manager, conducted seminars to employees on ILR.
- Collected and analyzed reports on business performance from related departments of company (sales, procurement, general affairs, production & QC). Organized recruitment for hiring employees, conducted call interviews.

Chamber of Commerce and Industry in Surkhandarya region (Head of Termez district branch)

08.2009 – 02.2010

InterContinental Tashkent (Night Manager relief/Night Auditor)

11.2007 – 10.2008

Dedeman Silk Road Tashkent (Assistant of Cost Controller)

02.2007 – 11.2007

Meridian Termez (Receptionist/Cashier – Assistant of Chief Accountant)

12.2005 – 02.2007

REFERENCES:

Dr. David Thompson – Business Management Faculty Main Teacher for different modules. OTHM Programs Internal Examiner.

TIUE. <https://tiue.uz/> d.thompson@tiue.uz

Dr. Venkatesh Naganathan – Academic Director at Amity Global Institute, Singapore

nvenkat25@hotmail.com, Mob: +65 866 12535

(Relationship – worked under his supervision at MDIST. Former Dean of MDIST).

Dr. Zafar Berdinazarov – Vice Rector, Tashkent International University. <https://tiu.uz/> Mob: (+99890)997-55-62

(Relationship – worked under his supervision at GKD. Former Head of HR and Planning department).

Dr. Jessica Lee – (Harvard University Graduate Alumnus) Director at WE Communications, Singapore.

jessicahong@post.harvard.edu, Mob: +65-9658-4215, +1 206-445-8828

(Relationship – Former Associate Professor at KDI School, Seoul, South Korea).