

DILOBAR IRISOVA
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CAREER OBJECTIVE

Seeking a position in a company where my experience can make a positive contribution to productivity, image, reputation and customer satisfaction of the organization.

EDUCATION

2001 – 2003 Academic Lyceum under Tashkent State Agrarian University

Qualification: *Academic lyceum Diploma with a profession as a junior computer opera*

2003-2007 Tashkent state Agrarian University in the faculty of Accounting and Audit.

Qualification: *Bachelor's degree in accounting*

EXPERIENCE:

*2006-2016 Regional Bank Training Center. **Position:** Senior manager in training department*

- *Maintained office services by organizing office operations and procedures; prepared payroll; controlled correspondence; designed filing systems; reviewed and approved supply requisitions; assigned and monitored clerical functions.*
- *Maintained office efficiency by planning and implementing office systems, layouts, and equipment procurement.*
- *Designed and implemented office policies by establishing standards and procedures; measured results against standards; made necessary adjustments.*
- *Completed operational requirements by scheduling and assigning employees*
- *Kept management informed by reviewing and analyzing special reports; summarized information.*
- *Maintained office staff by recruiting, selecting, orienting, and training employees.*
- *Maintained office staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.*
- *Maintained professional and technical knowledge by attending educational workshops; reviewed professional publications; established personal networks; participated in professional societies.*
- *Achieved financial objectives by preparing an annual budget; scheduled expenditures; analyzed variances; initiated corrective actions.*

TRAININGS

The Certificate of The Regional Bank Training Centre, is given for completing the advanced course on “Modern Banking”

ADDITIONAL SKILLS

*Proficient in: **Microsoft Office XP (Word XP, Power Point XP, Excel XP), Internet, Email.***

*Bilingual: **English, Russian, Uzbek***

KEY STRENGTH

Responsible, loyal, advanced communication skills, effective in team work, quick learner, flexible, creative, self motivated, honest, punctual.