

Kemal Bashimov

LinkedIn

Portfolio

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Address: Katowice, 40-002 Silesia, PL

Birthdate: 15.12.1996

Citizenship: Turkmenistan



EXPERIENCE

- **Hotel La Villa** Istanbul, Turkiye
Front Desk Clerk Aug 2021 - May 2022
Manager - Eda Ozsen (contact: +90 212 256 5626)
 - Utilized OPERA PMS to check-in and check-out guests, as well as manage reservations and invoices.
 - Responded to guest inquiries and concerns, providing excellent customer service.
 - Maintained a clean and organized front desk area, ensuring a professional and welcoming environment for guests.
 - Collaborated with other hotel departments, including housekeeping and maintenance, to ensure seamless guest experiences.
- **OJSC VitebskLift** Vitebsk, Belarus
Legal Assistant Jan 2021 - May 2021
Supervisor - Golubeva Tatyana Gennadievna (contact: +8 0212 67-72-93)
 - Conducted legal research to support my supervisor in legal proceedings
 - Providing administrative support such as answering phones, responding to emails, and ordering office supplies
 - Preparing and sending legal correspondence to clients and opposing counsel
 - Drafting legal documents such as briefs, pleadings, contracts, and agreements
 - Proofreading and editing legal documents for accuracy and completeness
- **Belarusian State Agricultural Academy** Horki, Belarus
Legal - Intern Jan 2019 - May 2019
 - Interpreted and relayed legal information in a clear format for clients under the supervision of my supervisor.
 - Supported efficient meetings by organizing spaces and materials, documenting discussions, and distributing meeting notes.
 - Maintained staff directory and company policy handbook for human resources department vendors.

EDUCATION

- **WSB University** Feb 2022 -present
Master of Science - International Human Resources Management
- **Belarusian State Agricultural Academy** Sep 2015 - July 2019
Bachelor of Laws
- **High School No:3** Graduated - July, 2013
Mary/Turkmenistan

SKILLS

- IT Operations
- Data collection methods
- Web Research
- Decision making
- MS Office
- PMS - Opera Systems
- Good listener and communicator
- Multitasking ability

LANGUAGES

- **Turkmen:** Native Proficiency
- **Turkish:** Native / Bilingual Proficiency
- **English:** Full Professional Proficiency
- **Russian:** Full Professional Proficiency
- **Polish:** Professional Working Proficiency