



Askhat Uteshev

DCC Specialist (Document Controller)

PROFILE

Hello, My name is Askhat and I am looking for a job of my dream, where i can help to grow up for a company as well as to grow up like a specialist. I will be glad to any cooperation

COMMUNICATION



70%

CREATIVITY



100%

TEAMWORK



60%

ORGANIZATION



80%

LEADERSHIP



80%

WORK EXPERIENCE

2017

DCC Specialist (Current position)

LLP ZhaikMunai, Nostrum Oil&Gas, Site Chinarevo, CGTU-3
Accept and sending to vendors incoming or outgoing letters, drawings,
MOM's. To upload and save all type of documents in base, to fill a registers.

2016

DCC Assistant (LLP ZhaikMunai, Nostrum Oil&Gas)

LLP ZhaikMunai, Nostrum Oil&Gas, Site Chinarevo, CGTU-3
Scanning, Printing, Cutting etc.

INTERESTS

- ▶ Graphic Design
- ▶ Computers
- ▶ Dogs
- ▶ Books
- ▶ Bike & Music

EDUCATION

Foreign language

Going to enter to any technical university

KazNPU named by Abay, Almaty

PROFESSIONAL SKILL

PHOTOSHOP



MS OFFICE



ILLUSTRATOR



REDACT



CONVERTING

