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| **Desired positions: senior merchandiser, spervisor, department manager assistant store manager, receptionist, assistant front office, personal assistant** | | | |  |
| Full name:  /according to your travel passport/ | **Last and First Name** | | |
| Kaliyeva Altynay | | |
| Date of birth: | **Year** | **Month** | **Day** |
| 1992 | November | 7 |
| Place of Birth: | **Country** | **City/ Village** | |
| Kazakhstan | Zhambyl region, Korday | |
| Marital status: | single | | |
|
| Children: | No | | |
| Height / Weight: | **cm** | **kg** | |
| 169 | 60 | |
| City of residence: | Almaty | | | |
| Current location: | Almaty city, microdistrict “Zhetysu” – 1, home -34, flat-4 | | | |
| Nationality: | Kazakh | | | |
| Citizenship: | Kazakhstan | | | |
| Do you have travel passport? | Yes | | | |
| Have you received COVID vaccine?  If yes, please specify and send certificate | Vero Cell | | | |
| Mobile number:  +country code /operator code/ number | +7 7074678707 | | | |
| Messenger:  whatsapp /viber/ telegram | +7 7074678707 whatsapp\+447438921353 telegram | | | |
| E-mail addresses: | kalieva.altynai@mail.ru | | | |
| Facebook page: | kalieva.altynai@mail.ru | | | |
| Instagram page: | primavera\_gm | | | |
| Linkedin page: | - | | | |
| **Relative’s contact details in case of emergency:** | | | | |
| Name: | Aida | | | |
| Relationship: | sister | | | |
| Mobile number  +country code /operator code/ number | + 7 7082015099 | | | |
| Father’s name: | Talgat | | | |
| Mother’s name: | Maira | | | |

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| **Preferred countries to relocate and work:** | | | | | | |
| Qatar | UAE | Bahrain | Oman | Saudi Arabia | Jordan | Bulgaria |
| Yes | Yes |  |  |  |  |  |

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| **Education:** | | | |
| Certificate / Degree | College/ University | Area of  Specialization | Years  started-completed |
| Bachelor – Kazakh National University named Al-Farabi | Faculty of Philology – “Two foreign languages: English and French” | Kazakhstan, Almaty | 4, 2010-2014 |
| Post-graduate education - Kazakh-American University (KAU) | Faculty of General humanities “ International Relations” | Kazakhstan, Almaty | 2, 2014-2016 |
| Universidad de Cadiz, | Faculty of Linguistics and Applied Languages “Filosofía y Letras” | Spain, South Andalusia, Cadiz | 1, 2015 |
| Pomeranian Academy | “Humanities” - Language and literature studies | Poland, Slupsk | 6 month, 2017 |
| Master - Abai Kazakh Pedagogical University | Foreign Languages – “Translation and Translation Studies” | Kazakhstan, Almaty | 2, 2016-2018 |

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| **Seminars / training attended/ Short Courses taken, and date attended:** | | |
| Year: | Name: | Period of attending: |
| 2018 | Research Trip in University of Lithuania (Europe) | 1 month |

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| **Do you have any tattoos or piercing?**  (If yes, please describe and send us photos) |
| No |

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| **Work experience** |

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| Position: | | Shop assistant (Sales asisstant, vendor) |
| Company’s name, location: | "Dacha" - London, United Kingdom | |
| Date (started-left): | 07/01/2022-10/04/2022 | |
| Responsibilities: | Ensure high levels of customer satisfaction through excellent sales service, maintain outstanding store condition and visual merchandising standards, maintain a fully stocked store, ascertain customers’ needs and wants, recommend and display items that match customer needs, welcome and greet customers, manage point-of-sale processes, actively involve in the receiving of new shipments, keep up to date with product information, accurately describe product features and benefits, follow all companies policies and procedures, perform opening and closing of shop on time, handle payments, deal with customer complaints and issue refunds How to write a job advert | |

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| Position: | | Supervisor |
| Company’s name, location: | Nyetimber Vineyard-Pulborogh- United kingdom | |
| Date (started-left): | 16/10/2021-25/12/2021 | |
| Responsibilities: | Set goals for performance and deadlines in ways that comply with company’s plans and vision and communicate them to subordinates, organize workflow and ensure that employees understand their duties or delegated tasks, monitor employee productivity and provide constructive feedback and coaching, receive complaints and resolve problems, maintain timekeeping and personnel records, pass on information from upper management to employees and vice versa, prepare and submit performance reports, decide on reward and promotion based on performance, hire and train new employees, ensure adherence to legal and company policies and procedures and undertake disciplinary actions if the need arises | |

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| Position: | | Administrative manager |
| Company’s name, location: | Aviation Solutions Forwarding – Kazakhstan, Almaty, BC Evolution, Bukhar-Zhyrau 26/1 | |
| Date (started-left): | 01/04/ 2021 - 10/10/2021 | |
| Responsibilities: | Reading, monitoring and responding to the manager's email, answering calls and liaising with clients competently. Preliminary drafting of correspondence on the manager's behalf. Delegating work in the manager's absence, diary management, planning and organising meetings, organizing complex travel. Preparing papers for meetings. Planning and organizing events, improving office systems, conducting research. Preparing presentations, managing and reviewing filing and office systems, typing, sourcing and ordering stationery and office equipment, managing different projects | |

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| Position: | | Service and procurement specialist |
| Company’s name, location: | Autodom-M – Kazakhstan, Almaty, Rakhat Palace Hotel, st. 29/6 St. Satpaev Avenue | |
| Date (started-left): | September 2020 — March 2021 | |
| Responsibilities: | Assisting executives with project tasks, procurement of spare parts, registration, processing and storage of incoming documents, execution and distribution of outgoing documents, plans, reports, certificates, assistance with client and engagement acceptance Initial work in 1C Filling out and checking legal documents and Contracts Responsible for the implementation of all office systems and processes Administrative support with current engagements of the department Analyzing and monitoring of goods and services on the market, coordination requests and require necessary details from the requestors Preparation of valuation reports and presentations Participation in client and internal meetings Project management, preparation of reports and commercial proposals | |

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| Position: | | Personal assistant |
| Company’s name, location: | International Educational Corporation - Kazakhstan, Almaty, 28 Ryskulbekov Street | |
| Date (started-left): | September 2018 — August 2020 | |
| Responsibilities: | Acting as a first point of contact: dealing with correspondence and phone calls. Managing diaries and organizing meetings and appointments. Many PAs control access to the manager. Booking and arranging travel, transport and accommodation. Organization events and conferences. Reminding the manager/executive of important tasks and deadlines. Typing, compiling and preparing reports, presentations and correspondence. Managing databases and filing systems. Implementing and maintaining procedures/administrative systems. Liaising with staff, suppliers and clients. Collating and filing expenses. Conducting research on behalf of the manager | |

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| **Computer programs you work with:**  *Please write name of computer program you worked with* | | | | |
| Hospitality programs: | Finance programs: | Travel & booking programs: | Graphics & Design programs: | Other software: |
|  | 1C, Epos Now POS Till | Booking.com, airbnb.ru |  | All Microsoft Programs |

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| **Driver license:** | No | **Category:** |  |

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| **Languages Known:** | | | | | | | |
| **Language** | **Basic** | **Elementary** | **Lower Intermediate** | **Intermediate** | **Upper- Intermediate** | **Advanced** | **Fluent** |

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| **Russian** |  |  |  |  |  |  | Yes |

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| **English** |  |  |  |  | Yes |  |  |

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| **Kazakh** |  |  |  |  |  |  | Yes |

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| **French** |  |  | Yes |  |  |  |  |

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| **Spanish** |  |  | Yes |  |  |  |  |

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| **Turkish** |  | Yes |  |  |  |  |  |

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| **Korean** |  | Yes |  |  |  |  |  |

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| **How did you know about us?** | | | | |
| Google search | Facebook | Instagram | Friends recommendation | Other sources of  employment search |
|  |  | Yes |  |  |

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| **I agree to sign a contract with the employer for at least 24 months.** |

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|  | | | |
| **I confirm that all information given on this resume is true.** | | | |
| **Please type first and last name** | ***Altynay Kaliyeva*** | Date: | 2022-05-14 |

Please insert here a full length colored picture with the smile:)