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| **CAREER OBJECTIVES**   * To build a long term in Customer service with opportunities for career growth. * To enhance my educational and professional skills in stable and dynamic workplace. * To solve problems in a creative and effective manner in a challenging position . * To bring my strong sense of dedication , motivation and responsibility to workplace and to utilize my skills and qualifications obtained through my experience.   **CONTACT DETAILS**  Mobile: +971545699886  alisherovna.i@mail.ru  ABU DHABI, UAE  **EDUCATION**  Diploma of Tashkent Tax College of  Uzbekistan  ‘’Tax and Taxation specialist in processing Tax documents electronically’’  **SKILLS AND ABILITIES**   * Interpersonal communication skills. * Customer Service orientation. * Organizational and planning skills. * Adaptability and ability to work under pressure. * Time management * Attention to details.   **PERSONAL DETAILS**  **Date of birth :** 06.06.1989  **Nationality:** Uzbekistan  **Visa status:** Visit visa  **Marital status:** Divorced  **Languages: ENGLISH, RUSSIAN, UZBEK** | **IRODA GAYIBNAZAROVA**    **EMPLOYMENT HISTORY**  **SALES EXECUTUVE**  **FRED PERRY** ( Beside Group) | Abu Dhabi | January 2019 – June 2019  JOB DESCRIPTION   * Customer service with excellent approach to all customers visiting the store * Providing precision and individual guidance to every customer with their choices of the showcased variety of collection , assisting them with overall look and fittings * Achieve the sales target by using advanced sales techniques and product knowledge * Increase the profit through cross selling and up-selling * Organizing the visual look and arrangement of the collections as per the merchandising rules   **RECEPTIONIST**  **BADER BUGSHAN GENERAL TRADING**  |Dubai, Abu Dhabi| July 2015 – April 2017  JOB DESCRIPTION   * Welcome visitors by greeting them, in person or on the telephone: answering or referring inquiries. * Directs visitors to the appropriate person and office. * Maintains office security by following the safety procedures and controlling access via reception desk (monitor logbook) * Provide basic and accurate information in-person and via phone\email. * Update calendars and schedule meetings. * Keep update records of the office expenses and cost. * Maintains safe and clean reception area by complying with procedures, rules and regulations. Maintains continuity among work teams by documenting and communicating actions, irregularities and continuing needs. * Contributes to team effort by accomplishing related results as needed.   **SALES EXECUTIVE**  **SACOOR BROTHERS** | Abu Dhabi | August 2014 – June 2015  JOB DESCRIPTION   * Greeting and welcoming all customers entering the store * Giving advice and guidance on product selection to customers * Ensuring clear and pertinent communication of ongoing promotions * Stocks shelves and furniture with merchandising rules * Preparing store for the inventory * Keeping the Image of the Brand     **SALES EXECUTIVE** AUGUST 2012 – NOVEMBER 2012  **STORE SUPERVISOR** NOVEMBER 2012 – DECMBER 2013    **AYDEMIR (TURKISH CLOTHING & JEWELLERY RETAIL COMPANY)**  | Tashkent, Uzbekistan | August 2012 – December 2013    JOB DESCRIPTION   * Customer service * Motivate , manage , train sales team to reach the target, maintain company image * Solve customer complains * Achieve store monthly target * Achieve store KPI targets * Maintain adequate stocks of item all the time in accordance with logistic team     **RECEPTIONIST**  **HOTEL GRAND NUR** | Tashkent , Uzbekistan | November 2009 – May 2012  JOB DESCRIPTION   * Greeting and welcoming guests * Provide basic and accurate information in-person and via phone/e mail * Checking guests in and out, issuing keys * Preparing bills * Answering guests queries , resolve complaints     **INTERNSHIP**  **INTERN/ ASSISTANT AT DEPARTMENT OF ACCOUNTING AND**  **FORECASTING OF BUDGET REVENUES**  **TASHKENT YUNUSABAD DISTRICT TAX INSPECTION**  |Tashkent , Uzbekistan | September 2008 – September 2009  JOB DESCRIPTION   * Receive Tax report of legal entities * Analysis personal account of the Taxpayer * Accounting Taxes and other obligatory payments * Analysis Tax revenue * Preparing electronic statements on Tax accounting from one Tax type to another according to article 56 of the Tax code of Uzbekistan * Refund overpaid Tax upon written request of Taxpayer   **Reference available upon request** |