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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: +971545699886alisherovna.i@mail.ruABU 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 2017JOB 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 2015JOB 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** |