

CURRICULUM VITAE



PERSONAL DATA

Name:	Nurgali Turdaly
Nationality:	Kazakh
Gender:	Male
Place of Birth:	Kazakhstan, Shymkent
Date of Birth:	31.07.1997
Mobile:	+971526205276
Email:	nurgali071997@gmail.com
Skype:	2d6d8ebda73b699a

OBJEKTIVE: Energetic and passionate college student who demonstrates strong work ethic. Seeking a challenging job with a progressive organization that provides an opportunity to adapt new skills which can lead to develop my career.

STRONG POINTS:

- Communication Skills
 - Leadership
 - Team Work Skills
 - Personal Management
 - Sales Skills
 - Stress tolerance
 - Administration
 - Honesty and Integrity
 - Self motivated
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EDUCATION:

2003 - 2015	Kosagash Primary School
2016 - 2020	Miras University, Shymkent <ul style="list-style-type: none">• Major: Management, 3rd Class

JOB EXPERIENCES:

06.06.2021 - till now	<u>JA THE HOTELS AND THE RESORTS</u> CONCIERGE <ul style="list-style-type: none">• Welcoming customers upon entrance and confirm reservations• Acting as the point of reference for guests who need assistance or information• Understanding customer's needs and provide them with personalized solutions by suggesting activities and facilities provided by the hotel.
04.04.2019 – 08.05.2021	TRIUMPSTAR REAL ESTATE COMPANY REAL ESTATE AGENT <ul style="list-style-type: none">• Coordinate and oversee open houses.• Arrange meetings with prospective buyers.• Interview buyers to understand what they're looking for in a new property.• Schedule property showings.• Coordinate appraisals and inspections.

17.12.2018 – 28.03.2019

KBT – STORES

SALES OPERATOR

- Managing sales data.
- Reporting sales and campaign results.
- Communicating news and wins.
- Organizing and maintaining sales collateral for access by reps.
- Sales forecasting for goal setting, using past data and indicators.
- Managing sales representative compensation plans and incentives.

11.05.2018 - 29.11.2018

Khan Taniri Hotel, Shymkent

Administrative Assistant

key responsibilities:

- Answer phone calls
- Greet visitors and determine whether they should be given access to specific individuals
- File and retrieve corporate documents, records and reports
- perform general office duties

PROJECT:

04.2017

A Project of “Damu”

- business development

SKILLS:

Language skills:

- Kazakh – Mother Tongue
- English – Intermediate
- Russian – Intermediate
- Kyrgyz – Intermediate
- Uzbek – Upper – Intermediate
- Turkish – Elementary

Computer literacy:

Word, PowerPoint, Excel & Photoshop

HOBBIES:

- Learning new Languages
- Hiking
- Travelling
- Hunting
- Fishing
- Writing Poems
- Reading Books

FULL BODY PICTURE: