



Bissenbayeva Gulmira

Curriculum Vitae

PERSONAL DATA



+971552910727



Residential Visa



gulmiramarat777@gmail.com

Date Of Birth

10/12/1983

Nationality

Kazakhstan

UAE driving license

not Valid

Objective

Seeking an excellent opportunity in a Leading innovative organization in order to develop and maintain my skills and interpersonal experience, to participate in the growing process and success in such an environment.

Education

Bachelor Degree

International Economics

June 2006

Grade: Excellent

University

Kazakh University International Relations And World Language (Ablai Khan)

Diploma

IELTS certificate preparation course

April 2015

Grade: Excellent

University

University of Wollongong in Dubai (UOWD)

Language Skills

Computer Skills



Mother
Language



Fluently



Fluently

Microsoft Office

Excellent

Internet Usage

Excellent

WORK EXPERIENCE

Full Time

Armada Infotech
Armada Holding

Digital marketing – Telesales

Jan 2019 till April 2021

Dubai, UAE

- sick and contact potential customers arranging appointments to demonstrate software programs
- handling the email marketing strategy, engaging with prospects on social networks, helping create landing pages, writing sales copy, and improving user experience.
- Plans and executes all web, SEO/SEM, database marketing, email, social media, and display advertising campaigns.
- Designs, builds, and maintains our social media presence.
- Measures and reports performance of all digital marketing campaigns and assesses against goals (ROI and KPIs).
- Identifies trends and insights and optimizes spend and performance based on the insights.
- Brainstorms new and creative growth strategies through digital marketing.

Full Time

Stratum Owners Association
Management Services LLC

Administrative Assistant Officer

Jan 2017 Jan 2019

Dubai, UAE

- Follow up the service charge payment from Owners of the buildings
- Receiving service charge payments from owners
- Collecting documents for move in and move out
- Collecting documents from fit out companies for approval
- Assisting Admin Team for other admin tasks assign by them
- Receiving invoices from service provider companies
- Client's Complains follow-up with the FM Team to get it done

WORK EXPERIENCE

Full Time

—————• Avari Hotels Ltd

Receptionist

Jun 2012 till June 2015

Dubai , UAE

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Maintains security by following procedures; monitoring logbook; issuing visitor badges; Maintains telecommunication system by following manufacturer's instructions for house phone and console operation.
- Maintains safe and clean reception area by complying with procedures, rules, and regulations
- Prepare bills, handle and check-ins, check-outs, take payments

Full Time

—————• High-End Interior Design. Inter

Office Manager

Sep 2006 to March 2012

Almaty, Kazakhstan

- Supervising and monitoring the work of secretarial, clerical and administrative staff.
- Organising meetings;
- Booking transport and accommodation;
- Preparing letters, presentations and reports;
- Organising induction programmes for new employees;
- Implementing and maintaining procedures/office administrative systems.

Personal &Organizational Skills

- Strong interpersonal and communication skills.
- Self Confident.
- Very positive, "can-do" attitude.
- Detail Oriented.
- Strong sense of responsibility.
- Determination to meet deadlines.

YOU CAN USE THIS LINKS TO SEE MORE
THANK YOU