



Adiba Safarova

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Date of birth: 21/04/1999

Gender: Female

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📍 **Address:** Str. Alisher Navoi 7x2 №24, 734025 Dushanbe (Tajikistan)

EDUCATION AND TRAINING

Bachelor Degree in International Relations

Tajik National University [01/09/2017 – 31/05/2021]

Address: Rudaki Avenue 17, 734025 Dushanbe (Tajikistan)

<https://tnu.tj/index.php/en/>

The Exchange Program in International Relations

Universitas Pertamina [04/02/2020 – 20/05/2020]

Address: Jl. Teuku Nyak Arief, RT.7/RW.8, Simprug, Kec. Kby. Lama, Kota Jakarta Selatan, Daerah Khusus Ibuko, Jakarta (Indonesia)

<https://universitaspertamina.ac.id/>

WORK EXPERIENCE

Administrative office assistant

The Civil Registry Office under the Ministry of Justice [01/07/2021 – Current]

City: Dushanbe

Country: Tajikistan

1. Answering and directing phone calls.
2. Organizing and distributing messages.
3. Maintaining company schedules.
4. Organizing documents and files.
5. Greeting business clients and guests.

Personal assistant

Stroytrest Building Company [01/11/2020 – 31/01/2021]

City: Dushanbe

Country: Tajikistan

LANGUAGE SKILLS

Mother tongue(s):

Tajik

Other language(s): **English- Fluent , Russian-Fluent , Arabic- A2**

SKILLS

Skills

- Friendliness and Positivity
- Adaptability to new circumstances and environments.
- Emphatic and positive at all times
- Professionalism and Responsibility