Бишкек, Балыкчы, Кант, Нарын, Ош, Аял, 24 жаш

Администратор, Кардарлар менен иштөө боюнча менежер, Офис-менеджер

Каалаган эмгек акы: 50 000 Сом

Адистиги:
Жетекчилер жана менежмент

Жумуштун түрү:
Мааниге ээ эмес, Толук иш күнү

Иш сапарлар:
Даярмын

Work exprience:
июль 2025 - Август 2025
Intern, ÇILEK KINDERGARTEN, Izmir
Education
- Assisted in the implementation of educational and social activities for children - Observed child development, social interaction, and group dynamics in an educational setting - Prepared observation notes and contributed to written reports on children's participation and development - Supported teachers in planning and coordinating daily learning activities - Contributed to creating a positive and inclusive learning environment - Developed practical understanding of child development, communication, and educational practices

Сентябрь 2020 - Май 2021
VOLUNTEER PROJECT COORDINATOR, INSPIRATION&INSIGHT KIUC, Shopokov
NGO
- Recruited, trained, and coordinated a team of over 100 volunteers for charitable and community-based initiatives - Organised and supported more than 10 fundraising, awareness-raising, and community engagement events, including charity fairs, meetings, and coordination sessions - Provided ongoing support to over 20 vulnerable families through structured outreach activities - Prepared report-based presentations and summaries to document project outcomes and volunteer activities for stakeholders - Developed and maintained relationships with local shelters, community partners, and sponsors to support project implementation and resource mobilisation - Facilitated communication between volunteers, beneficiaries, and partner organisations, strengthening community engagement and participation

Январь 2018 - Февраль 2019
ADMINISTRATIVE ASSISTANT (2018) & JUDICIAL INTERN (2019), PERVOMAYSKAYA RURAL ADMINISTRATION & MOSKOVSKY DISTRICT COURT, Belovodsk
Law
- Managed archival records, legal documents, and civil case files within local government and judicial institutions - Worked in line with institutional and administrative procedures in a public sector environment, supporting official documentation processes - Prepared and dispatched official correspondence and legal documents, ensuring accuracy, confidentiality, and compliance with deadlines - Managed multiple administrative tasks simultaneously, prioritising workload to meet deadlines efficiently - Gained practical experience in public administration and judicial procedures, including institutional record-keeping and administrative workflows

Билим берүү жана окуу:

Июнь 2026
Dokuz Eylul University
Sociology
Бакалавр

Кесиптик көндүмдөр жана тилдер:

Тилдер:
Кыргыз тили: Тууган тил
Орус тили: Тууган тил
Түрк тили: Кесиптик
Англис тили: Орто
Корей тили: Орто

Көндүмдөр:
Research methods
Intercultural communication
Public administration
Точность и внимательность к деталям
Оперативный поиск информации в сети Интернет
Ориентация на клиента
Критическое мышление

Автоунаанын болушу: Жок

Айдоочулук категориясы: Жок