

Бишкек, Аял, 24 жаш

**Директордун орун басары,
Жетекчинин орун басары,
Операциялык директор**

Каалаган эмгек акы: 1 500 USD



Адистиги:

Жетекчилер жана менежмент

Жумуштун түрү:

Алыстан иштөө/фриланс

Иш сапарлар:

Даяр эмесмин

Work experience:

Апрель 2026 - азыркы убакытка чейин

Business Operations Manager / Online Sales Manager / Production & Procurement

Coordinator, BELGI STORE - Wholesale & Retail Clothing Business, Bishkek

Wholesale & Retail Clothing Business

Responsibilities: * Managed online sales and customer communication * Coordinated production processes and staff workflow * Organized procurement of fabrics and materials * Managed logistics, orders, and delivery coordination * Assisted in business operations and sales strategy * Supervised customer relations and order management Achievements: * Improved customer communication and order organization * Successfully coordinated production and procurement processes * Supported business growth and operational efficiency * Managed multiple business operations simultaneously

Сентябрь 2025 - Апрель 2026

OPERATION MANAGER/ACTING MANAGING DIRECTOR, VOSTOK TIME INTERNATIONAL

RECRUITING COMPANY, Bishkek

EMPLOYMENT ABROAD

Responsibilities: * Managed daily business and operational processes * Coordinated international recruitment activities * Communicated with international hotel and business partners * Supervised staff performance and workflow coordination * Managed candidate documentation and interview processes * Assisted in strategic planning and operational decision-making * Oversaw communication between departments and management Achievements: * Improved operational coordination and workflow efficiency * Successfully managed communication with international partners * Demonstrated leadership in business operations and team management * Handled multiple responsibilities in a fast-paced

environment

Август 2024 - Август 2025

ASSISTANT OF FRONT OFFICE MANAGER AND GUEST EXPERIENCE MANAGER, NH Maldives Kuda Rah (NH Collection | Minor Hotels), ISLAND OF MALDIVES REPUBLIC, CITY MALE HOTEL BUSINESS

Responsibilities: * Provided personalized service to international and VIP guests * Managed guest relations and handled special requests * Coordinated with Front Office, Housekeeping, F&B, and other departments * Assisted with check-in/check-out procedures and reservations * Resolved guest concerns professionally and efficiently * Maintained luxury hospitality service standards * Supported front office operations and team coordination * Assisted in daily operational management Achievements: * Successfully handled VIP and international guest communication * Maintained high guest satisfaction and positive feedback * Demonstrated strong leadership and problem-solving abilities * Adapted quickly to a multicultural luxury hospitality environment

Январь 2019 - Январь 2024

Department Manager / Guest Relations Manager / Administrator, Euro Catering Company / Hotels / Kids Time Center, Bishkek

Department Manager / Guest Relations Manager / Administrator

My Responsibilities for all years its was: i didn't remember date/month of my starting or ending works, that's why i didn't put and I hope you will understanding ☐☐ * Managed customer service and guest relations * Coordinated staff and daily operational tasks * Organized administrative and communication processes * Assisted guests and handled special requests * Maintained service quality and operational standards Achievements: * Developed strong communication and leadership skills * Successfully worked in multicultural hospitality environments * Built experience in customer service, administration, and operations

Билим берүү жана окуу:

Сентябрь 2024

ACADEMY OF TOURISM

Business Management

Бакалавр

Кесиптик көндүмдөр жана тилдер:

Тилдер:

Орус тили: Тууган тил

Англис тили: Кесиптик

Түрк тили: Кесиптик

Араб тили: Ортодон төмөн

Кытай тили: Баштапкы

Азербайжан тили: Эркин сүйлөшүү

Казак тили: Тууган тил

Корей тили: Баштапкы

Немис тили: Ортодон төмөн

Француз тили: Баштапкы

Көндүмдөр:

Actually my main Professional Skills:

- * Operations Management
- * Business Operations Coordination
- * Hospitality Management
- * Luxury Hospitality Service
- * Guest Relations Management
- * VIP Guest Handling
- * Butler-Style Personalized Service
- * Front Office Operations
- * Administrative Support
- * International Business Communication
- * Multilingual Communication
- * Translation & Interpretation
- * Customer Service Excellence
- * Customer Relationship Management (CRM)
- * Team Coordination & Staff Supervision
- * Leadership & Team Management
- * Recruitment Coordination
- * Workflow Coordination
- * Strategic Planning Support
- * Conflict Resolution & Problem Solving
- * Cross-Department Coordination
- * Cross-Cultural Communication
- * Sales & Client Relations
- * Procurement & Supplier Coordination
- * Logistics & Delivery Coordination
- * Production Coordination
- * Online Store & E-Commerce Management
- * Social Media Communication
- * Reservation & Booking Management
- * Event & Activity Coordination
- * Documentation & Reporting
- * Organizational & Time Management Skills
- * Adaptability & Fast Learning Ability
- * Attention to Detail
- * Stress Management & Multitasking
- * Negotiation Skills
- * Business Development Support
- * Public Relations & Communication
- * Professional Etiquette & Presentation
- * International Hospitality Standards
- * Microsoft Office & Online Communication Tools

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Languages

- * Kyrgyz — Native
- * Russian — Fluent
- * English — Fluent
- * Turkish — Fluent
- * Kazakh — Fluent
- * Uzbek — Advanced
- * Tajik — Advanced
- * Azerbaijani — Advanced
- * German — Elementary
- * Arabic — Elementary
- * Chinese — Beginner (Self-Study)

Автоунаанын болушу: Жок

Айдоочулулук категориясы: В