

Ermekbayeva Zhanar Kanatovna

Date of birth: August 22, 1993

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Address: Astana, 62 Abylaikhan Ave., 147

Citizenship: Kazakhstan

Marital status: Married, two children

January 2013 — October 2015- KazEvroMobile, Kazakhstan LLP, www.azbuka .kz
Retail trade
Retail network (mobile retail)
Sales specialist
-sales of the company's products, using sales techniques;
-display of goods at the point of sale, in accordance with corporate standards;
- registration of documents for the sale of products;
- work in the 1C program (training is provided);
-polite customer service;
-replenishment of the balance (for cellular services);

November 2015- July 2016 - Vostok Temirtau Cable TV
Cashier
- replenishment for cable TV services;

September 2016-
Present "Institute of Analysis, Forecasting and Strategic Initiatives"
of the Nur Otan Party
Office Manager
- acceptance of documents and personal applications for the signature of the director;
- work with incoming (outgoing) correspondence: reception, transfer, registration, transfer to the addressee, accounting, storage of documents;
- preparation of draft letters, requests and other documents related to the activities of the institution;
- making phone calls;
- organization of meetings of visitors and guests.

Education:

Higher: E. A. Buketov Karaganda State University, Karaganda

foreign philology

L.N.Gumilyov Eurasian National University - Master's degree

political science

Professional skills:

Sales experience and negotiation, knowledge of 1C accounting, document management, conclusion of contracts, experienced PC user - MS Excel, MS Word.

Languages spoken: Kazakh – native, Russian – fluent, English - with a dictionary

Additional information:

Responsible, conscientious, easy to learn, hardworking, sociable, I bring all things to the end, positive.