**Contact Details: Personal Details:**

Yunusabad – 18, 50-56 Age: 35

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**MAKHMUD MATKARIMOV**

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**Educational**

**Background**

**May 2001 – Nov 2001 INTERNEXUS HIGH SCHOOL in Bradenton, FLORIDA**

**Course: English as a Second Language (ESL).**

Completed with honors and certification.

**Sep 1999 – May 2001 THE INSTITUTE OF FINANCE, TASHKENT.**

Successfully completed 2 years, followed by academic hold of education,

(Reason: Leaving to the United States)

Major: Banking/Credit.

Main Modules: Banking; National and International Banking Regulations; Understanding Economic Barriers; The Role of Finance in the Country; Accounting and Financial Analysis; Macro and Microeconomics.

**Sep 1995 – Jul 1999 UZBEK - TURKISH ECONOMIC HIGH SCHOOL, UZBEKISTAN**

**Secondary Education Diploma in Banking / Trade.** Graduated with honors.

Main Modules and Achievements: Banking, Accounting, Marketing, Mathematics for Business, Business Administration, Touch Typing, History, English and Turkish languages.

3rd rank in Tashkent Regional Mathematics Olympiad among 11th grade pupils.

**Sep 1994 – Jul 1995 UZBEK - TURKISH LANGUAGE CENTRE, TASHKENT**

Completed Successfully. Turkish and English as a Second Language, Business Language.

**Sep 1985 – May 1995 Zokir Ma`rufov Secondary School. TASHKENT**

Completed Successfully. Basics: History, Mathematics, French, Physics, Chemistry, Anatomy, Geometry, Geography etc.

**Professional**

**Experience
Sep 2013 – Present Achernar Global Services, LLC
 Founder**

 **Departments:** Translation Agency
 Consulting
 Import/Export

**Feb 2012 – Nov 2012 The Embassy of the People’s Republic of Bangladesh in Tashkent**

 Translator, Computer Engineer and IT specialist

 ***Duties/responsibilities*:**

 Translation of the Russian/Uzbek incoming and outgoing letters, press releases and
 others from and into English.
 Continuous maintenance of the computers in the Chancery

 Maintain software / hardware updated, providing security to the network (WAN &

 LAN), check the status of the video surveillance through the router, and providing

 distance monitoring of the Embassy. Checking the information flow in the intranet.

 Keeping track of internet usage of each pc user, and inform HOC.

 Maintain and update the Embassy’s website. Work on Social Networks to publicize

 the recent events. Administering the Embassy’s network place; architecting the

 Network between the MoFA of Bangladesh with the Embassy.

 Information / data flow to the MoFA of Bangladesh of MRP / MRV Project (Machine

 Readable Passport / Visa)

 Secretarial Duties and Translating if necessary
 Assisting H.E. Ambassador in the preparation of Social Media for various events.

**Sep 2009 – Present ”Office-Max Print” Private Entrepreneur Printing Company**

Owner. Company is based in Tashkent, UZBEKISTAN.

**June 2009 – Present “Max Business Solutions” LLC, Tashkent. Uzbekistan
 Agricultural Products Exporting Company**

 Owner. Company is based in Tashkent, UZBEKISTAN.

**Feb 2005 – Oct 2008 AETNA Construction Company, Florida, USA**

Framing: Wood and Metal Framing, Stats and Interiors and Exteriors. Worked as Helper and Master.

Drywall Installation: Cut and Install. Interiors and Exteriors, Worked as Helper and Master.

**Jun 2002 – Dec 2004 The Floridian Inn and Suites, Florida, USA**

*Position:* **Night** **Shift Audit Manager**.

***Duties/responsibilities*:**

\*Supervise front desk agent, front office supervisor and night audit duties
\*Oversee supervisors complaint and request log
\*Authorize and sign adjustments over the limit
\*Complete understanding of emergency systems
\*Coordinate training programs for all Front Office employees
\*Supervise staff including hiring, training, and scheduling
\*Review and evaluate all department personnel in accordance with company policy
\*Handle guest complaints, react quickly, logging and notifying proper areas to service the guest

**Jan 2002 – Jun 2002 Hotel Hilton in Walt Disney World Resort, Florida.**

*Position:* **Front Desk Attendant/Receptionist**

***Responsibilities/duties:*** greeting, registering, and assigning rooms to guests; keep records of room availability and guests’ accounts; compute bills; collect payment; make change for guests; make and confirm reservations.

**Jun 2001 – Jan 2002 Hotel Hilton at Altamonte Springs, Florida**

*Position:* **Banquet Setup Supervisor**

***Responsibilities:*** Preparation and serve food and refreshments at social affairs; arrange tables and decorations; prepare hors d’oeuvres, fancy and plain sandwiches, and salads; serve food and beverages to guests; assist in cleaning banquet room.

**Aug 1999 – Apr 2001 NATIONAL BANK for FOREIGN ECONOMIC ACTIVITY of the Republic**

**of Uzbekistan (NBU) Yunusabad Branch**

 *Position:* **Part time Analyst in Pricing Department, Treasury**

***Primary Responsibilities:***

\*Assisting to the Chief of Pricing Department in conducting analytical and supportive work on pricing issues throughout the banking sphere of Uzbekistan;

\*Preparing monthly financial reports on pricing tendencies, changes in client service policies of the Bank;

\*Coordinating correspondence inside and outside the Bank, processing invoices;

\*Producing charts, statistics and keeping the database updated.

**Memberships American Business Club (ABC in Uzbekistan).**

**The American Uzbekistan Chamber of Commerce (AUCC)**

**Advance learning interactive systems Online (ALISON in partnership with the British Council)**

**Alisher Navoi Public Library**

**Skills and Interests *Languages:* Uzbek (native), Russian (fluent), English (fluent)**, Turkish (good).

 French (beginner), Spanish (beginner)

***Computer Literacy:*** Professional user of MS Office products, some web designing tools and programs, excellent internet user, Hardware and Software knowledge, also go along with printers, fax machines, intercoms, scanners and all the peripherals.

Intermediate administrator of Networking (LAN, WLAN)

***Others:*** Comfort with quantitative and qualitative auditing analysis, able to work well in teams and with clients/customers, able to balance and prioritize multiple tasks, able to meet tight deadlines, work under pressure.

***Interests:*** Playing soccer, table tennis, pool, swimming. Web surfing, reading economic magazines, watching political news and movies.

**References**

**Olimjon Tadjiev Entrepreneur:**

DIRECTOR

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**Alisher Khaitmetov Professional:**

Deputy Finance Director - Controlling and Treasury Operations
General Motors Powertrain-Uzbekistan

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