

***Khasanov Maksadbek***

**Address**

131/35, Str. Buyuk Ipak Yuli, Mirzo Ulugbek District, Tashkent, 10052, Uzbekistan

**Personal Details**

Date of Birth: 13.12.1993

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**CAREER OBJECTIVE**



Looking for challenging position in an environment, where my professional attitude drive towards success enabling me to contribute to further growth and development of the organization and myself. Employ my skills and potentials to assist an organization to reach its objectives.

**EDUCATION BACKGROUND**



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| --- | --- | --- | --- | --- |
| **№** | **Background** | **Location** | **Degree** | **Educational term** |
| 1. | Tashkent State Institute of Oriental Studies | Tashkent,Uzbekistan | Korean language and literature | 2012-2017 |
| 2. | Hanshin University | Osan city, Republic of Korea | Student exchange programm | 2015-2016 |

**WORK EXPERIENCE**



|  |  |
| --- | --- |
| **Company Name** | “Dream and Wise Solution” LLC (The Representative of Korean trading company “GW International”) |
| **Period** | 04/2017- 05/2019 |
| **Position** | Office Manager |
| **Work Responsibilities** | 1.Creation of documents and control over the flow of company documents  2. Translation from and into Korean, English, Russian and Uzbek languages  3. Work with company’s clients and oversees employees  4. Market analysis for materials supply  5. Preparation of international trade contracts |



**LANGUAGE PROFICIENCY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Uzbek** | **Russian** | **Korean** | **English** |
| **Speaking** | Fluent | Fluent | Fluent | Intermediate |
| **Writing** | Fluent | Fluent | Fluent | Intermediate |



**TRAININGS**

Korean Language Proficiency at King Sejong Institute

**CERTIFICATES**



* TOPIK 5 level



**COMPUTER SKILLS**

* Microsoft Office (Word, Excel, Power Point)



**STRENGTHS**

* Completion of the assigned work on time
* Ability to strategically thinking and prioritize

