Nuriza Mirrakhimova

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**Summary**



**Work experience**

**Jul i Vinterland | Christmas helper**

**11|2019 – 01|2020**

**11|2018 – 01|2019**

**United Nations in Uzbekistan |**

**Programme support assistant**

**10|2017 – 04|2018**

**United Nations Information Center in Uzbekistan | Knowledge Management assistant**

**01|2015 – 10|2017**

**Uzbekistan-Japan Center for Human Development | Receptionist**

**04|2013 – 01|2015**

**«Erudit» private school in Uzbekistan |**

**Teacher assistant**

**09|2012 – 06|2013**

**«Staff-GB» Recruitment agency in Great Britain | Office assistant**

**09|2012 – 06|2013**

* + - * +3 years of experience in project coordination and financing
      * 5 years of experience in administrative management
      * Result oriented, organized and communicative team worker
* Advising & serving customers, Processing payments
* Ensuring stock levels are well maintained
* Promoting store or special offers
* Handling customer complaints

<http://www.julivinterland.no/>



* Assistance in coordination of United Nations Development Project (UNDP) Country Office projects on budgeting and financial reporting
* Qualitative check of budget use by the projects according to financial and administrative rules to ensure compliance of project management with project portfolio
* Analyze budget system issues based on financial and administrative procedures and take required actions to provide efficient work of project resources

<http://www.uz.undp.org/>



* Coordination on carrying out UN-wide activities, including organization of events, appropriate dissemination of information
* Work closely with local UN agencies and Government entities for joint promotion of Sustainable Development Goals
* Raising public awareness on Humanitarian issues under the umbrella of UNDAF (United Nations Development Assistance Framework) in order to achieve UN objectives
* Organize media arrangements, liaise with mass media to provide assistance, prior notice and information on upcoming events, monitor media coverage on UN activities in the country
* Proceeding Finance, HR, and Procurement work related cases <http://www.un.uz/eng> <http://www.undpi.org/>



* Coordinate multiline telephone calls, handle a variety of administrative duties, prepare reports and other office inquiries. Provide information
* about the organization, directions, monitor visitors’ access, respond to customer needs

<https://ujc.uz/en>



* Assist and help the primary teacher, prepare class schedules, class

work, project work and homework assignments

* Create a flexible class plan in case changes arise, keep children actively engaged and busy. Practicing English during the day

<http://www.erudit.uz/>



* Communicate with customers, employees, and other individuals to
* answer questions, disseminate or explain information, taking orders
* Compile, copy, sort, and file records of office activities, business transactions, and other activities

<http://www.staff-gb.co.uk/> <http://staff-gb-ltd-london.b4r-uk.com/>

**Education**

**Cardiff Metropolitan University | Great Britain**

**MBA-finance | Master’s degree**

**02|2011 – 06|2012**

**Tashkent State University**

**of Economics| Uzbekistan**

**IT-Education | Bachelor’s degree**

**02|2011 – 06|2012**



**Trainings**

**Red Cross in Oslo |**

**10|2018 –**

**Teri-Energy resource Institute| India**

**Sustainable Development | Training**

**03|2017 – 04|2017**

**OCHA training | 11|2016**



**Voluntary work**

**Red Cross in Oslo |**

**MARTE networking center**

**10|2018 –**

**Red Cross in Oslo |**

**International Humanitarian Law group**

**09|2018 –01|2019**

**SOS children village in Uzbekistan |**

**English teacher**

**04|2016 – 03|2017**



**Language skills**

**Norwegian | B1/B2**

**English | fluent**

**Russian | native language**

**Uzbek | native language**

**French | basic level**

**Japanese | basic level**

**References - Upon request**



* International Business Finance, Accounting for decision makers
* Managerial Communication, Strategic Management
* Investment Market Analysis, Corporate Finance

<http://www.cardiffmet.ac.uk/management/courses/Pages/MBA---Master-of-Business-Administration-.aspx>



* Information Security System, System programming
* Electrotechnique engineering
* Methodology for academic education, Pedagogy and Technology
* Graphic designing, Web programming, IT and Economy<http://tsue.uz/?page_id=218&lang=en>
* IHL Communication
* Nuclear weapons and IHL
* Red Cross emblem and logo
* First Aid training



* Energy Access, Climate change and Sustainability
* Trade and Sustainable Development, Natural resource security: Governance, Challenges and Opportunities <https://www.teriin.org/event/teri-itec-courses-2017-18-course-viii-integrated-approach-towards-sustainable-development>



* Communication in Crisis
* Prepare food for lonely parents and their children

<https://www.rodekors.no/om-rode-kors/lokalforeninger-og-distrikter/oslo/aktiviteter/moteplasser-i-oslo/marte-nettverkssenter/>



* Communicate the IHR through courses, seminars and lectures
* The dissemination of information during lectures and courses for organizations, school classes and confirmation groups
* Organizing seminars and debates at the University, Literature House and other meeting places

<https://www.rodekors.no/om/lf-dk/oslo/aktiviteter/informasjonsarbeid-i-oslo/>

* Teach English to 14-21 years old teenagers

<http://sos-kd.uz/en/>

**IT-skills**

* **MS office professional**
* **ATLAS-UNOPS platform**
* **Planday**
* **Prezi**
* **WordPress**
* **Adobe XD**
* **Adobe Photoshop (basic level)**