



**Zuhra
Azimova**

Date of birth: 11/10/1996

Nationality: Uzbek

Gender: Female

CONTACT

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About Me

I am a goal-oriented industrial design specialist and organized office administrator experienced in ensuring smooth company operations. Skilled in workflow planning, documentation management, and team coordination. I handle challenges efficiently, maintain a positive work atmosphere, and strive to improve service quality and business efficiency.

Work Experience

06/10/2015 – 31/01/2019 Tashkent, Uzbekistan

Cinematographer – State Museum of the Armed Forces of the Republic of Uzbekistan

- Handled document management: registration of correspondence, preparation of official documents, and support of administrative processes.
- Organized and participated in events such as traveling exhibitions, guest receptions, presentations, and team coordination.

01/12/2019 – 30/06/2020 Tashkent, Uzbekistan

Administrator – West School Training Center

- Provided consultations to visitors about services, processed applications and complaints, and ensured a comfortable customer experience.
- Handled documentation, accepted payments, and supported clients throughout all stages of interaction.

19/01/2021 – 18/11/2021 Tashkent, Uzbekistan

Records Clerk – State Museum of the Armed Forces of the Republic of Uzbekistan

- Managed internal document flow: registration of correspondence, preparation of official documents, and coordination of department activities.
- Organized events, participated in exhibitions, welcomed guests and delegations, conducted presentations, and interacted with visitors.

EDUCATION AND TRAINING

2012 – 2015 Yunusabad Vocational College of Design

Designer – Developer of Industrial and Consumer Products

2021 – 2025 Kamoliddin Behzod National Institute of Arts and Design
Industrial Design

LANGUAGE SKILLS

MOTHER TONGUE(S): Uzbek

OTHER LANGUAGE(S):

Russian

Listening	Reading	Spoken production	Writing
C1	C1	C1	C1
Spoken interaction			
C1			

COMMUNICATION AND INTERPERSONAL SKILLS

Confident user of **Microsoft Word and Excel**.

Knowledge of graphic programs: **CorelDRAW, 3ds Max**.

Ability to work effectively in a team and meet deadlines with precision.

Polite and professional communication with clients and colleagues.

Responsible and communicative.