



# Khoshimov Jakhongir



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## Skills

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Problem solving
- Time management
- Critical thinking

## Languages

- Uzbek native
- English advanced
- Russian intermediate

## Education

Management Development Institute of Singapore in Tashkent  
Faculty: BA (Hons) Banking and Finance  
Date: 2018-2022

Westminster International University  
Faculty: MSc Business Intelligence and analytics  
Date: 2023- present

## Work Experience

Company name: “Take and Pay”  
Job position: Operations manager  
Date: 2022-2023

### Main duties:

Overseeing a team of employees involved in logistics operations, including hiring, training, and providing guidance to ensure task completion

Implementing key performance indicators (KPIs) to measure the efficiency and effectiveness of logistics operations. Analyzing data and implementing improvements to enhance performance and customer satisfaction.

Company name: Nordic International University  
Job position: Deputy Dean  
Date: 2023-present

### Main duties:

Assisting the Dean in providing leadership to faculty members, staff, and students.

Participating in the development and review of academic programs, ensuring alignment with the university's vision and industry standards.

Assisting with the recruitment, development, and evaluation of faculty members.

Engaging with students to address their academic concerns.

## International certificates

University of Illinois  
Course: Financial accounting:  
foundationsDate: 2020

Rutgers State University  
Course: Supply Chain Logistics  
Date: 2020

Google  
Course: Technical support fundamentals  
Date: 2020