



# G'ofurov Ilyosbek

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Tashkent Uzbekistan 100034

## SUMMARY

Organised office team member trained in word processing, records management and call handling. Helps staff manage continuous workloads at high tempo using good organisational and multitasking abilities. Reliable in assisting with daily needs and special projects.

## SKILLS

- Document management
- MS Office suite
- Positive attitude
- Flexible worker

## ACCOMPLISHMENTS

- Was awarded the medal "Republic of Uzbekistan's Public Education Excellence" in 2022
- Was awarded Certificate of Participation in the 20th International Conference of Korean Educators Abroad by the Korean Ministry of Education in 2022

## EXPERIENCE

04/2023 - Current

Office and archive specialist

"International Nordic University" LLC | Tashkent, Uzbekistan

08/2022 - 04/2023

Project Manager

National Research Institute Named After A.Avloni | Tashkent, Uzbekistan

02/2021 - 08/2022

Head of General Department

National Research Institute Named After A.Avloni | Tashkent, Uzbekistan

11/2020 - 02/2021

Archivist

In-service Institute named after A. Avloni | Tashkent, Uzbekistan

06/2013 - 12/2014

Assistant

"Haqiqat-Doston Gulistan" LLC | Andijan, Uzbekistan

## EDUCATION

2022

The University of World Economy and Diplomacy | Tashkent,

Master of Science: International relations and world politics

2020

Tashkent State University of Oriental Studies | Tashkent,

Bachelor of Science: World politics (by region)

## LANGUAGES

Uzbek: First Language

English:

Elementary

A2

Russian:

Elementary

A2