



Sanakulov Sultonmurod

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Yakkasaroy tumani Bobur 40 A

Skills

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

Languages

- Uzbek native
- English
- Russian

Education

Samarkand Institute of Economics and Pedagogy
Faculty: Tourism
Date: 2021

Work Experience

Company name: “Bekkeldi” MChJ private business
Job position: Manager
Date: 2022-2023
Main duties:

Checking employees’ arrival on time, organizing and controlling work processes, organization and control of service employment.

In addition, interviewing customers to determine the quality of service provided by the employee.

Company name: Nordic International University
Job position: Manager Dean
Date: 2023-present
Main duties:

Registers letters, orders, citizens’ appeals and all other official documents received at the dean’s office;

Registers letters, orders, references and all other official documents issued by the dean’s office;

Controls the dean’s document circulation system, analyzes incoming and outgoing documents;

Reviews appeals of citizens, students and teachers to the dean’s office and controls this process.