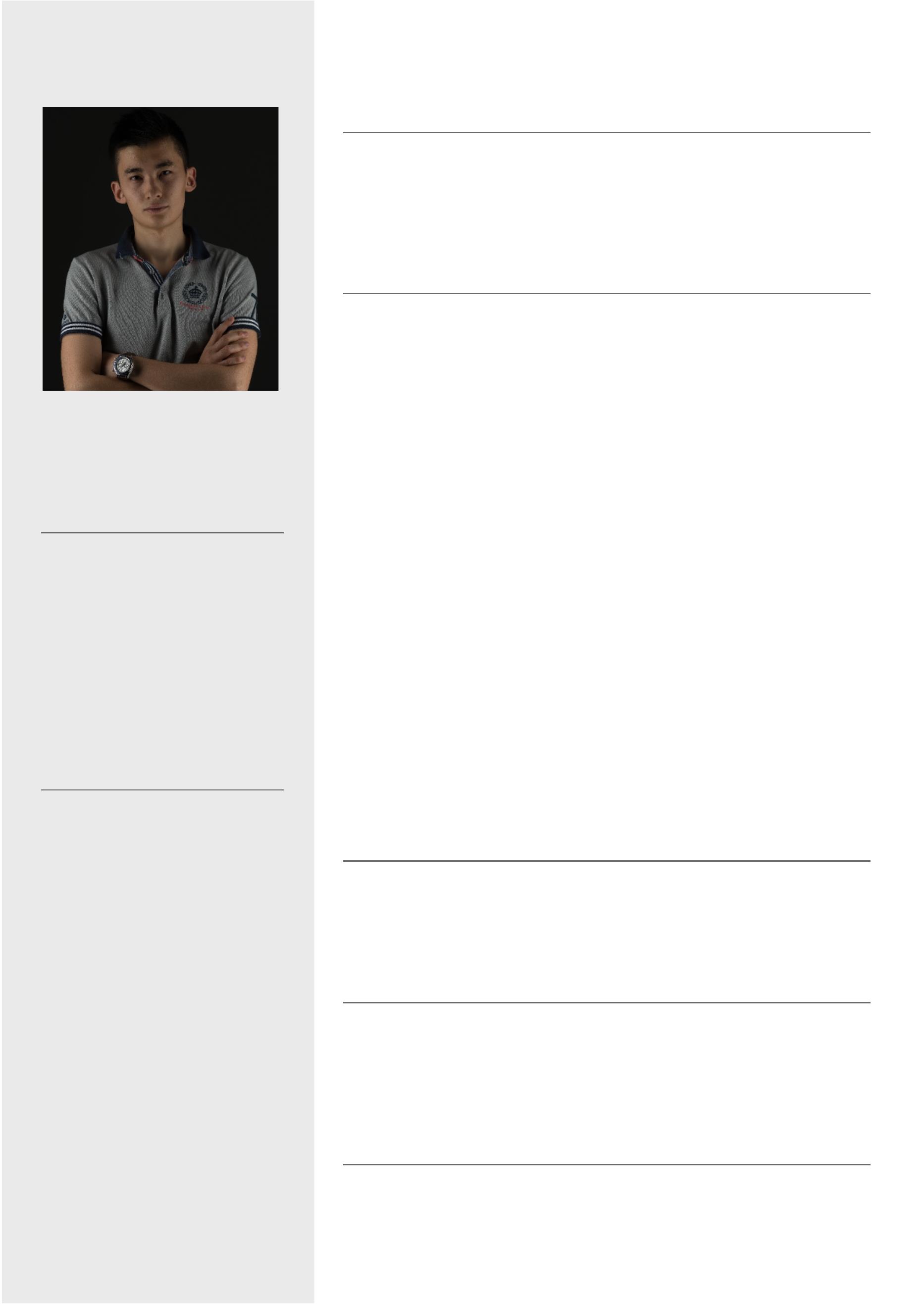
Professional Summary



Motivated, teamwork-oriented and responsible individual with significantreporting skills and experience. Running a team of 5 people. Highlyeducated, possessing a bachelor’s and professional certificates in businessanalytics and statistics. Value team work and building strong workingrelationships

Work Experience

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Khashim Arziyev | | | | |  | 08/2018 - Today  DXC Technology, Prague  Procurement Specialist  • Purchase order processing - creation of SRM & SAP shopping carts in  compliance with agreed SLA  • Solving PO related queries from requesters and suppliers  • Data validation and ensuring to process all necessary pre-approvals  • Resolution of queries with requestors where mandatory information for  processing has not been provided  • Distribution of completed POs to suppliers and dealing with queries | | | |
| Personal Information  Address  Malířská 14, Praha 7, 170 00  Phone  +420 773 008 994  Email  arziyevhashim@gmail.com  Additional Skills |  | 05/2018 - 08/2018  TBM Group, Prague  Sales Executive  • Maintaining fruitful relationship with existing customers  • To research new market and acquire new client  • Negotiate with new and existing clients  • To complete and maintain sales invoices and reports  • Responsible for business development of the projects  05/2017 - 09/2017  Conduent, Prague  Customer Advisor  • Receiving and answering phone calls  • Covering queries related to billing, finances, customer data and accounts | | | | | | |
| • Advanced Microsoft Excel Skills  • MySQL - Database  Management  • Tableau - Data Visualisation &  Insights  • SAP & SRM  • Python | | |  | Education  Vysoká škola finanční a správní  Bachelor’s in Business Management and Corporate Finance | | |  | 2020 | |

Languages

English — Advanced

Russian — Native

Czech — Intermediate

Professional Certificates

• Database and SQL for Data Science - IBM University – 2020• Data Visualisation with Tableau – 365 Data Science – 2020

• Introduction to Python – 365 Data Science - 2020



• Business Metrics for Data-Driven Companies - Duke University -2020