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

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| Khashim Arziyev |  | 08/2018 - TodayDXC Technology, PragueProcurement Specialist • Purchase order processing - creation of SRM & SAP shopping carts incompliance 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 forprocessing has not been provided• Distribution of completed POs to suppliers and dealing with queries |
| Personal InformationAddressMalířská 14, Praha 7, 170 00Phone+420 773 008 994Emailarziyevhashim@gmail.comAdditional Skills |  | 05/2018 - 08/2018TBM Group, PragueSales 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 projects05/2017 - 09/2017Conduent, PragueCustomer Advisor• Receiving and answering phone calls• Covering queries related to billing, finances, customer data and accounts |
|  • Advanced Microsoft Excel Skills • MySQL - DatabaseManagement • Tableau - Data Visualisation &Insights• SAP & SRM• Python |  | EducationVysoká škola finanční a správníBachelor’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