



SUMMARY

Having worked in HR management for more than two years as a general HR professional. I am skilled in training and development, performance management, conflict and problem resolution, and recruiting and selection, among other areas of human resources. I exhibit a great degree of effectiveness, efficiency, and financial economy when accomplishing assignments. In order to accomplish the company's strategic HR goals, I actively work with managers and staff members at all organizational levels. seeking fresh challenges and chances to advance in my career.

EDUCATION

Academic lyceum of TSUE

Primary Vocational Trainig in Economy
2019- 2021

Westminster International University in Tashkent

Bachelor's Degree in Business Management
and Administration
2021 - 2026

SKILLS

- Excellent interpersonal and communication skills;
- The capacity to operate both individually and in a team;
- Strong organizational and time-management abilities;
- Attentive to detail and capable of managing several things at once;
- Expertise handling financial paperwork and managing budgets.

CERTIFICATIONS

- HR Manager Certification;
- Advanced Executive Assistant and Office Manager Diploma;
- International Foundation Studies Certification.

PROFESSIONAL EXPERIENCE

HR- Generalist

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- Recruiting employees and setting up instruction;
- Adherence to labor regulations and upkeep of personnel documentation;
- Performance evaluation and the creation and execution of incentive schemes;
- Authoritative opinions, labor market research, and policy development for personnel management.

English Tutor

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- Establishing and carrying out training programs;
- Evaluations and comments from students;
- Creation of instructional strategies and educational resources;
- Collaboration with parents in resolving problems for both them and their kids.

LANGUAGES

- Uzbek- Mother Tongue
- Russian- Fluent
- English - Fluent
- Turkish- Basic
- Spanish- Basic