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**Education:**

1. **2003** Fergana State University ( Uzbekistan)

*Foreign Department Faculty*

*Diploma: Roman- German Philology ( English)*

**1998-1999** Fergana State University

*Foreign languages training Center*

*Certificate.*

**1987-1997** Andijan Region Asaka city

*School # 4*

*Attestate*

**Computer skills:**

Microsoft Word, Excel, PowerPoint, Outlook, Adobe Photoshop

**Languages:**

Uzbek (native), Russian ( fluent), English ( fluent).

Professional Experience

**Since 11/2015 “GM-Uzbekistan JSV Company” ( Uzbekistan)**

*Coordination unit , Document control Team*

*Inspector of incoming letters*

* In charge for incoming and outgoing documents control

**11/2011 “GM-Uzbekistan JSV Company” ( Uzbekistan)**

*Coordination section*

*Assist to 1st Deputy of General Director*

* Plant New Models ( Spark, Cobalt) Coordination
* Overall plant reports
* Overall plant ISP’s support

**05/2010 “GM-Uzbekistan JV Company” ( Uzbekistan)**

*Supplier Quality Engineering department*

*Supplier Quality Engineer*

* Business Administration
* Department organization
* Supplier Quality development

**12/2008 “GM-Uzbekistan JV Company” ( Uzbekistan)**

*Coordination Section*

*Engineer on scientific and technical information ( GM-GMS group member)*

* + selection and analysis of information of the section activities
  + provide safety organization of production work and exploitation of office and computer mechanics, keeping the working environment in a proper condition.
  + prepare weekly reports to the Top managements meetings and provide employee with Company Leadership decisions.
  + organize systematical trainings on a new system all over the plant and provide the company management with the training materials

**10/2006 - 12/2008 “GM-Uzbekistan JV Company” ( Uzbekistan)**

*Personnel Development Unit ,Training Center*

*Engineer on scientific information ( English training development )*

* + prepare training materials to the “GMS TRAINING”
  + provide Lead experts with the translations which refer to the new system

**08/2003 – 10/2006 “GM-Uzbekistan JV Company” ( Uzbekistan)**

*Administration department office manager.*

* + control and manage with the internal and external documentation
  + prepare daily attendance reports of the department employees
  + prepare weekly reports to the department meetings about company medical, transportation & kitchen affairs, including problem solving documentation.
  + Prepare computer based act statements for the Government on done works in an environment condition of the city.