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| Telephone: + 7 701 943 06 86E-mail: bella743@mail.ru |

Bella Kartoyeva

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| Personal information | Date and place of birth: 02.06.1984, Semipalatinsk, KazakhstanMarital status: Single  |
| Objective | *To secure a promising position that offers both a challenge and a good opportunity for growth. To work in a stimulating environment where I can apply & enhance my knowledge, skill to serve the company to the best of my efforts.*  |
| Education | 2012 – till date - doing MBA correspondence course (1st year) at the Amity University, India 2001 – 2006 Semey State University named after Shakarim *Major: Interpreting Affair (English Translation)*1991- 2001 Gymnasium No 6  |
| Additionaleducation | *1 C –Accounting 7.7* |
| Work experience | May, 2009 – March, 2013 Embassy of India in Kazakhstan *Position: Marketing Officer –cum-Interpreter**Responsibilities:** *Translation of Embassy’s correspondence with government agencies, agreements, articles, reviews, etc.*
* *Simultaneous interpretation in private and bilateral meetings, seminars, conferences, etc*
* *Preparing marketing reports, analyzing trade data between India and Kazakhstan including customs data, preparing reviews of various industries and sectors of economy*
* *Coordinating with government bodies and national companies on execution of government and commercial projects, processing of intergovernmental agreements and other bilateral documents*
* *Coordinating organization of bilateral Joint Working Groups, bilateral high-level visits, Intergovernmental Commission Meetings, Foreign Office Consultations*
* *Processing and responding to commercial queries on various sectors of economy*
* *Supporting and guiding investors on investment opportunities and doing business in Kazakhstan, organization of meetings, promotion of investments*
* *Compiling the data on investment projects*
* *Dissemination of information on exhibitions and major economic and trade events being held in India and Kazakhstan and organizing participation of different companies in the same*
* *Organizing various Embassy’s events like Buyer-Seller Meets, B2B Meetings, Conferences, Exhibitions, Cultural programmes, Seminars, Presentations, Receptions etc.*
* *Organizing meetings in government agencies and national companies;*
* *Coordination and operation of Indian Technical and Economic Programme (ITEC)- government scholarship programme viz. processing of documents, making arrangements on travel and study of ITEC scholars in Indian educational institutions*
* *Liaison with media*
* *Translation of Embassy’s correspondence with government agencies, agreements, articles, reviews, etc.*
* *Simultaneous interpretation in private and bilateral meetings, seminars, conferences, etc*

**April, 2008 – May, 2009** **Embassy of India in Kazakhstan** *Position: Consular Assistant* *Responsibilities:** *Accepting visa application forms*
* *Processing of visas*
* *Consular legalization and attestation of documents*
* *Developing consular reports*

2007 – 2008 – Hotel “Tengri” *Position: Executive assistant to General Manager**Responsibilities:****Administrative Support Activities**** *Planning & budgeting the administration expenses and working towards minimizing the operational expenses/ costs.*
* *Provision of high level administrative support involving efficient management of office equipment, communication instruments, house keeping, office automation, office administration & transport.*
* *Associating new vendors & coordinating with them for accomplishing the desired supplies.*
* *Organizing travel, accommodation and conference/ presentation/ event.*
* *Assisting Head of the Department; including maintenance of important / confidential records and documents. Preparing Meeting Minutes, Management Comments etc.*
* *Coordinated meetings & conferences with clients & different departmental heads.*

***Marketing/ Liaison**** *Generating & expanding business through establishing an excellent reputation with a base of exemplary customer service. Forging business relations with clients.*
* *Identifying scope for process enhancements for continuous process effectiveness.*

**February 2007-May 2007- “AZ Corporation”Ltd.****Position: interpreter****2005 – February 2007- “ Interlink” Ltd.** **Position: Client Manager** |
| References | Available on request |
| Languages | *Russian – fluent* *English – fluent**German - spoken* |
| Professional skills | *MS Office, Internet Research* |