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Bella Kartoyeva

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| Personal information | Date and place of birth: 02.06.1984, Semipalatinsk, Kazakhstan  Marital 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 |
| Additional  education | *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* |