

Contact

diyora.abdumanabova@gmail.com

www.linkedin.com/in/diyorakhon-vafayeva-513457126 (LinkedIn)

Top Skills

Problem-Solving and Creativity

Easily Adaptable

Continuous Learning

Diyorakhon Vafayeva

Versatile Business Administration Professional & ESL Instructor
Seeking Remote Freelance Opportunities
Tashkent Region, Uzbekistan

Summary

Driven and adaptable professional with a passion for remote work and a diverse skill set in business administration, copywriting, and virtual assistance. With a solid background in business administration and extensive experience in various industries, I am now seeking dynamic opportunities in online remote roles. Proficient in leveraging digital tools and platforms, I excel in delivering high-quality results independently and thrive in collaborative virtual environments. My goal is to contribute my expertise to innovative projects while enjoying the flexibility and autonomy of remote work. Let's connect and explore how we can collaborate for mutual success in the digital space.

Experience

INTER NATION Language School
English Second Language Teacher
June 2023 - April 2024 (11 months)
Tashkent, Uzbekistan

Roles and responsibilities:

- Delivering English language instruction to non-native speakers, focusing on areas such as grammar, vocabulary, pronunciation, reading, writing, listening, and speaking.
- Designing and developing lesson plans, instructional materials, and activities that cater to the needs and proficiency levels of diverse learners.
- Assessing students' language proficiency levels through various methods such as tests, quizzes, assignments, and speaking assessments. Providing constructive feedback to help students improve their language skills.
- Providing personalized instruction and support to students with different learning styles, abilities, and needs, including those with limited English proficiency or specific learning challenges.
- Creating a positive and inclusive learning environment where students feel motivated, engaged, and supported in their language learning journey.

- Incorporating educational technology tools and resources into lessons to enhance learning outcomes and provide opportunities for interactive and multimedia language practice.
- Engaging in continuous professional development to stay updated on best practices, teaching methodologies, language acquisition theories, and trends in ESL education.
- Collaborating with colleagues, administrators, parents, and other stakeholders to support student learning, address challenges, and promote a collaborative learning community.

Freelance

Self Employed

January 2021 - May 2023 (2 years 5 months)

Toshkent, Uzbekistan

VICC

HR Officer / Business Administrator

July 2016 - July 2019 (3 years 1 month)

Dubai, United Arab Emirates

Roles and responsibilities:

- Actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process.
- Manage accurate records and filing system of all employees, update Quick Books, report daily attendance of main office and project sites.
- Provide necessary support in preparation of monthly payroll and distribution of wages.
- Provide information and assistance to staff, supervisors and HOD's on human resource and work related issues.
- Liaising with PRO for visa and MOL work

Imtiaz Development Real Estate Investment & Development LLC

Property Consultant / Marketing Assistant Manager

July 2016 - July 2019 (3 years 1 month)

Dubai, United Arab Emirates

Roles and responsibilities:

- Provide expert guidance to clients in buying, selling, and renting properties, ensuring seamless transactions and client satisfaction.
- Develop and implement innovative marketing strategies to promote properties and attract potential buyers or tenants.

Conduct market research and analysis to identify trends, opportunities, and competitive positioning.

- Cultivate and maintain strong client relationships through effective communication and personalized service.
- Collaborate with cross-functional teams to execute marketing campaigns and initiatives, driving brand awareness and lead generation.
- Stay updated on industry trends, regulations, and best practices to inform decision-making and maintain competitive advantage.

Profi-Education Educational Centre
English-Russian Interpreter/Promoter
March 2015 - February 2016 (1 year)
Tashkent, Uzbekistan

Freelancer
Independent Language Instructor ESL
September 2012 - January 2016 (3 years 5 months)
Tashkent, Uzbekistan

Education

Webster University
Bachelor of Business Administration - BBA, Business · (January 2021 - May 2023)

Canadian University Dubai
Health Organization Management, Health Organization Management · (2017 - 2021)

London Chamber of Commerce & Industry
LCCI , Business Marketing · (2016 - 2016)

Academic Lyceum under Tashkent Pharmaceutical Institute
Diploma of Academic Lyceum in Natural Sciences, Natural Sciences · (2012 - 2015)

School 145 Tashkent, Uzbekistan
· (2003 - 2012)