Liliia Agaeva Raschidovna

Female, 26.02.1996

Nizhny Novgorod, Russia

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Work experience:

* November 2013 – April 2014:

**Kalina Karaoke Bar**

Waitress

1. Setting up and cleaning tables;
2. Taking orders;
3. Serving food and beverages;
4. Informing customers of daily specials;
5. Collecting payments from customers and completing money transactions;
6. Maintaining a safe and clean food environment.
* October 2016 – Present:

**Freelance**

Private English Tutor

1. Tutoring students in grammar, spelling, punctuation, paragraph writing and essay writing skills;
2. Testing students for comprehension of the English language and identifying areas of needed improvement;
3. Assisting with homework;
4. Preparing children for school tests.
* November 2017 – Present:

**Freelance job**

English language translator

1. Written translation of texts from Russian to English and from English to Russian;
2. Translation and editing of documents using various software: Microsoft Word, PDF, Power Point.
* November 2018 – Present:

**Contractor**

**VICTVS GLOBAL LTD.**

<https://www.victvs.co.uk/>

Exam Invigilator (computer based ACCA exams)

1. Preparation of written assessment room & documentation provided;
2. Checking and recording examination candidate identification;
3. Communicating clearly the written assessment process and instructions to all candidates;
4. Distributing written assessment papers to candidates;
5. Supervising written assessment to ensure that the assessments are carried out in accordance with specified instructions and standards;
6. Using a centralised online administration system to complete necessary tasks related to assessment;
7. Working with Pearson Vue software, which is specially equipped for conducting ACCA exams successfully;
8. Receiving and returning examination materials.

Note: I have successfully completed Invigilator Training Course provided by the company.

* 25th December 2018 – 28th February 2019:

**Visa Travel LLC.**

<http://nizhniy-novgorod.visatravel.bz/>

Visa Manager

1. Answering phone calls and consulting clients on the types of visa, suitable for their particular situation;
2. Promoting the company’s services to the clients over the phone;
3. Providing consultations at the office;
4. Filling out visa application forms;
5. Booking plane tickets/hotels;
6. Registration of health insurance;
7. Sending clients’ documents to Visa Application Centres and communicating with them throughout the process.

Note: I have successfully completed a full course of theoretical and practical training on Basics of Visa Management provided by the company.

Education:

* September 2014 – July 2018: Lobachevsky State University of Nizhni Novgorod, Institute of Philology and Journalism / Foreign Philology Department.

**Bachelor of Philology.**

<http://www.unn.ru/>

<http://www.fil.unn.ru/>

Languages:

* Russian (native)
* English (fluent)

Experience communicating with native speakers – 5 years.

* French (pre-intermediate)

Hobbies:

* Cinematography;
* Music;
* Travelling;
* Photography;
* Cooking;
* Psychology;
* Winter sports.

Personal skills and qualities:

* Skilled computer user (Microsoft Office software, CRM, Internet, Social Media Platforms, Typing Speed – 54 words per minute);
* Attentive to detail;
* Good communication and organizational skills;
* Capable of managing multiple priorities effectively;
* Eager to learn and help others;
* Strong time management skills;
* Resilient;
* Open to new opportunities.
* Team player, though comfortable working independently as well.

*Willing to relocate.*

