



Khakimova Madinakhon

Freelancer

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Skills and abilities

Start-up

Business launch

Computer support

Email Account Setup

Administrative supervision of staff.

Translation

Transcription

Front-End development:

HTML

CSS

JAVA SCRIPT

Education

284- Secondary School diploma

September 2006 - 2016.

Tashkent, Sergeli district

- Elected captain of the “Talented Youth” direction of the Kamolot youth public movement in 2014
- 2014 Awarded "The most active captain" in "Kamolot Youth Social Movement"
- Awarded: “The Most Talented Girl” in “Bahtim shul O'zbekning Zulfiyasiman”

National University's academic lyceum named after S. H. Sirojiddinov

Having specialized in economics.

Tashkent Chilanzar 9/33

September 2016 - June 2019

Work history

Startup founder

"Levantar Academia "Educational Center

December 2019 - March 2020

Tashkent, Uzbekistan

- Conducted conferences with parents and students, as well as resumed admission.
- Use knowledge of the budget and education of cost-effective educational programs.
- Designed website layouts, templates, and unique corporate images.
- Created corporate brands, creating a single look between elements such as logos and letterheads.
- A creative design has been developed for marketing packages, including printed materials, brochures, banners, and signs.
 - Developed relationships with potential job candidates to promote effective communication through recruitment processes.

Hotel administration, reception

OOO "AL HOSILOT" HOTEL, Tashkent, Uzbekistan

- Welcomed 300 daily visitors and customers upon arrival, offered assistance, and answered questions to establish communication and retention
- Used the skills of quick response and dynamic service to build relationships with regular customers, increase customer retention.
 - Planned coverage needs and organized services to support incoming special events.
 - Collaborated with members of the housekeeping and accounting team to meet guests' requirements from check-in to check-out.
- Maintaining financial accuracy by collecting deposits, fees, and charges.
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Hotel reception

Simma Hotel SPA & WATERPARK, Tashkent, Uzbekistan

- Maintain files and records by introducing effective registration systems that have increased efficiency and organization
- Answered multi-line telephone system, answers to requests, and call forwarding to the relevant departments and staff.
- Immediately contracted service personnel and the service department for issues related to numbers, including type and type, to facilitate quick recovery. Updated customer accounts with the addition of a room charge, including the use of a minibar and a service bill. Pleasantly welcomed every new arrival and confirmed the reservation and identification

Tutor

"Evrika Educational Center, Tashkent, Uzbekistan

- Provided individual and group reading instruction for more than 45 students who are lagging in speaking and writing skills.
- Collaborated with students to complete homework, identify lagging skills, and correct weaknesses.

Transcriber

"HnD Translations"

- Current working
- Uzbek audio typing work

Transcriber

"LIONBRIDGE"

- Current working
- Uzbek audio typing work

Translator

"Mankent Translation Agency"

- Current working

- “Pisa questionnaires”
 - Topic: Global crisis and education
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Software

Microsoft Excel
Microsoft Word
Translation exchange
MateCat
Indesign
Adobe Photoshop
Adobe illustrator
MeMoQ SDL

Certificates

March 2019-IELTS

Languages

Uzbek-native
English-fluent
Russian-fluent
Spanish-basic

Interests

Hotel industry
Psychology
Esoterica
Linguistics
Reading of books
E-BUSINESS
Start-up
Astronomy
Writing & Poetry

Design
Web development

Rates in "USD"

Translation: \$0.06 - 0.10 USD per word

Editing: 40\$ per hour

Hourly Review Rates: \$35-40 per hour

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results in projects with me?**