**DINARA SULTANOVA**
**Personal Information**: Female. 28 years old
**E-mail**: karkaman88@gmail.com
**Date of Birth**: May 23, 1988
**Marital Status**: single

|  |
| --- |
| **OBJECTIVE** |

**To obtain a job at such a reputable company in an environment that will challenge me further, while allowing my experience, skills and qualifications to contribute to the continued growth and success of the organization.**

|  |
| --- |
| **EDUCATION** |

**2008– 2013**

Kazan Federal University
Speciality: Specialist in Social and Cultural Service and Tourism

**2003- 2008**

Tuimazy Teacher Training College
Speciality: Teacher of Foreign Languages

|  |
| --- |
| **EXPERIENCE** |

 **08.2015 – 10.2016**

* Natalie Tours LLC" (tour operator) Kazan, Republic of Tatarstan

Position: visa and marketing manager

Activities and Responsibilities: applying for visas to Europe and UAE;

promoting the products of company, monitoring tour operators' prices and offers

**08.2014 – 08.2015**

* Kaleidoscop LLC” (travel and marketing agency)Tuimazy, Republic of Bashkhortostan

Position: tourism and marketing manager.
Activities and Responsibilities: functioned in various aspects of travel sales as a travel consultant, salesperson and effective mediator between customer and travel/hospitality services; sold the advertise on the local TV and radio channels to organisations by phone calling and e-mailing.

**04.2012 – 03.2014**

* Intourcentre LLC” (travel agency) Kazan, Republic of Tatarstan

Position: tourism and visa manager.

Activities and Responsibilities: functioned in various aspects of travel sales as a travel consultant, salesperson and effective mediator between customer and travel/hospitality services;

applying for visas to Europe and UAE

|  |
| --- |
| **RELEVANT SKILLS** |

**Computer Skills:** JD Edwards Enterprise One, MS Word, Excel, PowerPoint, Visual Basic

**Languages:** Basic Russian, Fluent in English (Reading and writing).

Additional information: driving license “B”.

**SOFT SKILLS:** Communication, Team-Building, Organizational skills, Management, problem solving sociability,sense of duty, multi-tasking, responsibility, work capability, learning ability.

|  |
| --- |
| **INTERESTS AND HOBBIES** |

Interests: Travelling, communicating with people, sports.

**Why I would make a good employee for work**

I’m a hardworking, reliable and purposeful person. Working in the team, always help others if they ask me to. I always avoid conflicts and try to find some compromise with people I’m working with, because I am friendly person. I have a great enthusiasm to learn more, get new knowledge and skills. Also I am very responsible person; I’ll try my best to carry out the task.

|  |
| --- |
| **REFERENCES** |

Available upon request