

BEKZOD KHAITMETOV

Svento My kolo Vilnius, Lithuania
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Available: Lithuania Temporary Residence Permit valid until 2024

Self-motivated and hardworking individual with ability to perform effectively independently or in a team. Capable of handling wide range of administrative functions, completing multiple tasks and following through to achieve Company goals.

EXPERIENCE

JUNE 2023 – NOVEMBER 2023

FOOD & BEVERAGE COORDINATOR, RESTORANAS GABI 1994

VILNIUS, LITHUANIA

- Responsible for inventory management (both for bar and kitchen products and supplies) . Ensuring all food is delivered to restaurant and taken care of. Inspects equipment (e.g. tray carts, commercial equipment) and reports equipment malfunctions and/or need for repair to management.
- Assist with shelf stock resupply
- Keeps all Central Supply facilities in a neat, clean, stocked and workable order.
- Report instrument malfunction and place in the appropriate location to be sent for repair.
- Ensures appropriate amount of equipment is available for restaurant maintenance, and that equipment is returned to its place after use.
- Report discrepancies, problems and concerns to management using proper chain of command.
- Provides support to co-workers during idle time
- Served as a friendly, hardworking, and punctual employee Assisting to the Day to day needs of the restaurant.

JANUARY 2007 – JANUARY 2019

ECONOMIST SPECIALIST, MAIN DEPARTMENT OF ECONOMY

SIRDARYA, UZBEKISTAN

High-performing Economist with a ten-year background in data collection assignments, evaluation of financial markets, and forecasting market trends for government agencies. Strong communicator, detailed analyst, and effective multitasker with a proven ability to succeed in the energy industry.

EDUCATION

DECEMBER 2012

BACHELOR'S IN MECHANICAL ENGINEERING, TASHKENT STATE TECHNICAL UNIVERSITY

Specialized in Technology of Mechanical Engineering of the Equipment and Automation of Machine building Manufacturers.

JUNE 2008

DIPLOMA IN TOOTH TECHNICIAN, YANGIYER MEDICAL COLLEGE

Graduated with a diploma in Orthopedist Tooth Technician

SKILLS

- Adaptability
- Ability to Multitask
- Microsoft Office
- Ability to Work in a Team
- Communication Skills
- Fast Learner
- Computer Skills

LANGUAGE

- Russian – Native Speaker
- Uzbek – Native Speaker
- English – Working Knowledge

REFERENCES

- References are available upon request