

## PERSONAL INFORMATION



## Assem Yeslambekova

 Azenes 6, Riga, LV-1048 (Latvia)  
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 Skype dance.a.e.

Sex Female | Date of birth 16/05/1995 | Nationality kazakhstani

## WORK EXPERIENCE

01/06/2011–31/08/2012

**Fellow manager**

AIBA boxing federation, Astana (Kazakhstan)  
Had summer time experience of working with foreign guests

01/06/2014–15/07/2014

**Personal assistant**

"K-DorStroy" JSC, Astana (Kazakhstan)  
Had a summer Internship in road construction company from Riga Technical University

01/06/2015–10/07/2015

**Personal assistant of architect**

Department of State Architectural and Construction Control and licensing of the Astana city, Astana (Kazakhstan)

01/06/2016–31/08/2016

**Event manager**

Remarc Sunseafun Group, Athens (Greece)

01/06/2017–31/07/2017

**Artist 3D Modeler**

Agifodent NPO, Granada (Spain)  
Was working there by Erasmus Traineeship program  
- Was taking part in the designs and creation of 3D figures and model from pictures  
- Had to create complex polygonal models and export these models as OBJ or FBX files

01/10/2017–Present

**Finance department manager**

Call Option SIA, Riga (Latvia)

## EDUCATION AND TRAINING

01/09/2010–31/05/2013

**Guide-interpreter**

College of Eurasian National Humanitarian University, Astana (Kazakhstan)

01/09/2013–31/12/2017

**Transportation Engineer (A road and bridges construction)**

Riga Technical University, Riga (Latvia)

01/06/2012–30/08/2012

**Certificate of English proficiency**

Education First language school, Singapore (Singapore)

01/02/2018–Present **Head of Organization/Enterprise (International Business with specialization in Export Management)**  
University of Latvia, Riga (Latvia)

**PERSONAL SKILLS**

Mother tongue(s) Kazakh

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Russian	C2	C2	C2	C2	C2
English	C1	C1	C1	C1	C1
Turkish	A2	A2	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

Communication skills - good communication skills gained through my experience  
- excellent contact skills

Job-related skills - excellent skills in team work gained through my experience from Architectural organizations  
- competitive skills gained through participation in ballroom dances competitions for many years  
- self-confident  
- willing to relocate

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Proficient user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

**ADDITIONAL INFORMATION**

Softwares : AutoCAD , 3DsMAX , Revit , ArchiCAD , Mathcad , MATLAB  
Office suite : Independent user (Microsoft Office)