

Contact Details:

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Personal Details:

Age: 34
Nationality: Uzbek
Marital Status: Married



MAKHMUD MATKARIMOV

**Educational
Background**

May 2001 – Nov 2001

INTERNEXUS HIGH SCHOOL in Bradenton, FLORIDA

Course: English as a Second Language (ESL).

Completed with honors and certification.

Sep 1999 – May 2001

THE INSTITUTE OF FINANCE, TASHKENT.

Successfully completed 2 years, followed by academic hold of education,
(Reason: Leaving to the United States)

Major: Banking/Credit.

Main Modules: Banking; National and International Banking Regulations;
Understanding Economic Barriers; The Role of Finance in the Country; Accounting
and Financial Analysis; Macro and Microeconomics.

Sep 1995 – Jul 1999

UZBEK - TURKISH ECONOMIC HIGH SCHOOL, UZBEKISTAN

Secondary Education Diploma in Banking / Trade. Graduated with honors.

Main Modules and Achievements: Banking, Accounting, Marketing, Mathematics for
Business, Business Administration, Touch Typing, History, English and Turkish
languages.

3rd rank in Tashkent Regional Mathematics Olympiad among 11th grade pupils.

Sep 1994 – Jul 1995

UZBEK - TURKISH LANGUAGE CENTRE, TASHKENT

Completed Successfully. Turkish and English as a Second Language, Business
Language.

Sep 1985 – May 1995

Zokir Ma`rufov Secondary School. TASHKENT

Completed Successfully. Basics: History, Mathematics, French, Physics, Chemistry,
Anatomy, Geometry, Geography etc.

**Professional
Experience**

Sep 2013 – Present

Achernar Global Services, LLC

Founder & General Director

Departments: Translation Agency
Consulting
Import/Export

Feb 2012 – Nov 2012

The Embassy of the People’s Republic of Bangladesh in Tashkent

Computer Engineer and IT specialist

Duties/responsibilities:

Continuous maintenance of the computers in the Chancery

Maintain software / hardware updated, providing security to the network (WAN & LAN), check the status of the video surveillance through the router, and providing distance monitoring of the Embassy. Checking the information flow in the intranet. Keeping track of internet usage of each pc user, and inform HOC.

Maintain and update the Embassy’s website. Work on Social Networks to publicize the recent events. Administering the Embassy’s network place; architecting the Network between the MoFA of Bangladesh with the Embassy.

Information / data flow to the MoFA of Bangladesh of MRP / MRV Project (Machine Readable Passport / Visa)

Secretarial Duties and Translating if necessary

Assisting H.E. Ambassador in the preparation of Social Media for various events.

Sep 2009 – Present

”Office-Max Print” Private Entrepreneur Printing Company

Owner. Company is based in Tashkent, UZBEKISTAN.

June 2009 – Present

**“Max Business Solutions” LLC, Tashkent. Uzbekistan
Agricultural Products Exporting Company**

Owner. Company is based in Tashkent, UZBEKISTAN.

Feb 2005 – Oct 2008

AETNA Construction Company, Florida, USA

Framing: Wood and Metal Framing, Stats and Interiors and Exteriors. Worked as Helper and Master.

Drywall Installation: Cut and Install. Interiors and Exteriors, Worked as Helper and Master.

Jun 2002 – Dec 2004

The Floridian Inn and Suites, Florida, USA

Position: **Night Shift Audit Manager.**

Duties/responsibilities:

*Supervise front desk agent, front office supervisor and night audit duties

*Oversee supervisors complaint and request log

*Authorize and sign adjustments over the limit

*Complete understanding of emergency systems

*Coordinate training programs for all Front Office employees

*Supervise staff including hiring, training, and scheduling

*Review and evaluate all department personnel in accordance with company policy

*Handle guest complaints, react quickly, logging and notifying proper areas to service the guest

Jan 2002 – Jun 2002

Hotel Hilton in Walt Disney World Resort, Florida.

Position: **Front Desk Attendant/Receptionist**

Responsibilities/duties: greeting, registering, and assigning rooms to guests; keep records of room availability and guests’ accounts; compute bills; collect payment; make change for guests; make and confirm reservations.

Jun 2001 – Jan 2002

Hotel Hilton at Altamonte Springs, Florida

Position: **Banquet Setup Supervisor**

Responsibilities: Preparation and serve food and refreshments at social affairs; arrange tables and decorations; prepare hors d’oeuvres, fancy and plain sandwiches, and salads; serve food and beverages to guests; assist in cleaning banquet room.

Aug 1999 – Apr 2001

NATIONAL BANK for FOREIGN ECONOMIC ACTIVITY of the Republic of Uzbekistan (NBU) Yunusabad Branch

Position: Part time Analyst in Pricing Department, Treasury

Primary Responsibilities:

- *Assisting to the Chief of Pricing Department in conducting analytical and supportive work on pricing issues throughout the banking sphere of Uzbekistan;
- *Preparing monthly financial reports on pricing tendencies, changes in client service policies of the Bank;
- *Coordinating correspondence inside and outside the Bank, processing invoices;
- *Producing charts, statistics and keeping the database updated.

Memberships

American Business Club (ABC in Uzbekistan).

The American Uzbekistan Chamber of Commerce (AUCC)

Advance learning interactive systems Online (ALISON in partnership with the British Council)

Alisher Navoi Public Library

Skills and Interests

Languages: Uzbek (native), Russian (fluent), English (fluent), Turkish (good).
French (beginner), Spanish (beginner)

Computer Literacy: Professional user of MS Office products, some web designing tools and programs, excellent internet user, Hardware and Software knowledge, also go along with printers, fax machines, intercoms, scanners and all the peripherals.
Intermediate administrator of Networking (LAN, WLAN)

Others: Comfort with quantitative and qualitative auditing analysis, able to work well in teams and with clients/customers, able to balance and prioritize multiple tasks, able to meet tight deadlines, work under pressure.

Interests: Playing soccer, table tennis, pool, swimming. Web surfing, reading economic magazines, watching political news and movies.

References

Olimjon Tadjiev

Entrepreneur:

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Alisher Khaitmetov

Professional:

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