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## ASAN ALYMKULOV

Date of Birth: January 30, 1985  
Place of birth: Jalalabat, Kyrgyzstan  
Marital status: Married  
Citizenship: Kyrgyzstan

**EDUCATION:**     **2001-2006**  
International University of Kyrgyzstan,  
Faculty of foreign languages  
Teacher of English and additional qualification of translator

**2010-2013**  
International University of Kyrgyzstan,  
Faculty of Economy

### WORK EXPERIENCE:

#### **Federation of Organic Development BIO-KG**

Project Coordinator, Program development manager (November 2014 – till present)

Responsibilities:-     Designing a project

- Elaboration of project plan of activities
- Mobilizing beneficiaries for trainings
- Preparation of farmers for PGS certification
- Mobilizing beneficiaries for participation at the Organic Forum
- Conducting Field days for farmers
- Monitoring the project areas
- Reporting

#### **Federation of Organic Development BIO-KG**

Program Development Manager (August 2014 – November 2014)

Responsibilities:-     Fund rising

- Assistance in elaboration of strategic plan of the organization
- Communication with donor organizations

#### **Translator-freelancer**

#### **Public Fund “Bio Service”**

Translator-consultant (November 2012- August 2014)

Responsibilities:-     Oral and written translation from English into Kyrgyz/ Russian.

- Assistance in conducting trainings
- Assistance in organizing project activities
- Designing print materials (brochures)

#### **ACTED ADB Housing Program**

Warehouse manager (June 2011-October 2013)

- Responsibilities: - Contact with construction material suppliers.  
- Inspection/receiving construction materials.  
- Organization of construction materials delivery team from warehouse to the objects.  
- Control delivery team.  
- Daily/weekly/monthly report on warehouse.

**ACTED World Food Program General Food Distribution Project, Jalalabat**

Program assistant (November 2010-present)

- Responsibilities: - Conducting meetings with local authorities.  
- Computerizing beneficiary lists.  
- Preparing Food Requests according to beneficiary lists.  
- Organizing distribution of humanitarian aids.  
- Control over distribution process and distribution points.  
- Managing teams on distribution points.  
- Reporting on distribution of humanitarian aids

**“Sayakat-Yug” Travel Agency, Jalalabat**

Logistics and Finance Manager (October 2007 – October 2010)

- Responsibilities: - Drawing up contracts with potential partners.  
- Management of retail and corporate sale of itineraries.  
- Conducting individual tourist tours.  
- Procurement and logistic duties.  
- Bookkeeping of cash and wire transactions.

**ACTED, Jalalabat**

Credit-officer (May 2007 - October 2007)

- Responsibilities: - Giving out micro credits to rural population  
- Weekly inspection of creditors  
- Conducting seminars and trainings among beneficiaries  
- Assisting the Chief Credit officer on monthly report  
- Organizing monthly demonstration of demo-farms

**“LAND” Translation Company, Jalalabat**

Office-manager, staff translator (December 2006-May 2007)

- Responsibilities: - Drawing out contracts with non-staff translators  
- Written translation of all documents by request from English into Russian and Kyrgyz, from Kyrgyz and Russian into English  
- Purchasing office stationary  
- Handy using of office equipment

**International University of Kyrgyzstan, Jalalabat branch**

Translator (September 2005 – May 2006)

- Responsibilities: – Translated meetings, interviews, documents for the Director

**Jalalabat State University**

Translator (October 2004 –June 2005)

- Responsibilities: – Translated meetings, interviews, documents for the Rector

**Asian Development Bank**

**Social Services Delivery and Finance Project in Osh, Jalalabat and Batken Regions**

Volunteer, Practitioner Office manager-translator (June 2003 – Aug 2004)

- Responsibilities: - Assisted the office manager with all office documents (incoming and outgoing)  
- Written translation of internal documents  
- Assisting the office-manager on monthly report  
- Assisting the office-manager on conducting seminars

- Using office equipment

**Honors, Awards & Fraternities:**

- Graduated the school with honors
- Graduated the Universities with Red Diplomas

**Knowledge of languages:** Kyrgyz (native), Russian (fluent), English (fluent), Uzbek (fluent)

**Skills & Interests:** MS Office, graphic programs, literature, sports

**Have driving license (category B, C)**