

## IFTIHOR MUHTOROV

18 Mirzo Bedil str, Samarqand, Uzbekistan  
Mobile: +998 90 8140 888; E-mail: teacherjohn111@gmail.com

### PERSONAL PROFILE

*Committed to work that contributes to highly effective programing:* An expert with extensive experience supporting development, investments, entrepreneurship and international trade programs in Tajikistan.

*Innovative, strategic thinker:* Uses strong analytical skills to anticipate opportunities and identify strategic objectives that accommodate current and future organizational needs.

*Effective communicator:* A natural facilitator and confident advocate able to engage audiences, cooperate and collaborate easily with other colleagues, this is complemented by exceptional writing skills and the ability to translate complex ideas and concepts into concise, easy to understand documents.

*Professional integrity:* An ethically and socially aware individual who understands the value of, and is committed to transparency, accountability, and trust in a development environment.

*Commitment to excellence:* A creative problem solver with an energetic and positive outlook who is scrupulously vigilant about details, continuously strives for quality, and actively seeks out new responsibilities and challenges, irrespective of reward and recognition.

*Strong Team Leader:* A leader with a supportive and empowering management style that motivates and encourages staff to perform to the best of their ability and achieve tangible results.

### EXPERIENCE

#### **Freelance translator/editor. Localization Lab, USA**

**03/2015 – currently engaged**

- Translating software/websites from English into Russian and Tajik languages; •  
Reviewing/editing translated strings via Transifex platform;
- Creating glossary memory on Transifex platform.

#### **Freelance translator/proofreader. Lionbridge Language Research, India**

**05/2017 – currently engaged**

- Translating web contents, web articles into Tajik language;
- Proofreading of IT related topics;
- Participation in data collection projects for speech recognition technologies.

#### **Program Assistant, Youth Program to Mitigate Border Conflicts in Tajik - Kyrgyz border/IREX, Khujand, Tajikistan**

**02/2014 – 05/2016**

- Establishing close cooperation with program partners, beneficiaries, as well as with local government officials;
- Translating project components, agendas as well as action plans from English into Tajik and vice versa;
- Drafting report to the Program Coordinator;
- Arranging daily online briefings with Program stakeholders;
- Assisting in preparation and organization of workshops for Program beneficiaries; •  
Provide support for program component development.

**Part time lecturer, Tajik State University of Law, Business and Policy (TSU LBP), Khujand, Tajikistan**

**09/2015 – 07/2018**

- Designing course curriculum for students of International relations major (English group);
- Conducting lectures on Diplomacy related courses;
- Conducting student interviews/testing and participating in selection process;
- Monitoring students' progress throughout the curriculum;
- Administering coursework and communicating with students;
- Evaluating students' progress by grading homework and examinations and providing targeted feedback for improvement.

**Intern, Ministry of Foreign Affairs, Dushanbe, Tajikistan**

**06/2012 – 07/2013**

- Translating incoming correspondence from English into Tajik/Russian languages;
- Compiling note verbales to diplomatic missions and international organizations accredited in Dushanbe;
- Compiling letters to governmental ministries and agencies;
- Assisting in preparation of monthly departmental reports;
- Supporting the organization of MFA's meetings with foreign delegations and heads of missions;

**EDUCATION**

**Master of Arts, MA Degree/Hiroshima University, Japan**

**10/2018 to 09/2020**

*Graduate School for International Cooperation and Development*

Area of concentration: International Cooperation, International Politics, Development Theory, Peace Studies, Japan's History of Development, Academic Writing, etc.

**Non-degree Exchange program, Global UGRAD/ Otero College, Colorado, USA 08/2011 to 06/2012**

*Department of Humanities and Social Sciences*

Area of concentration: International Relations, American History, Interpersonal Communication, Political Theory, Public Speaking, Studio Art, etc.

**Specialist of International Relations, Honor Diploma of Higher Education/Tajik State University of Law, Business and Policy, Khujand, Tajikistan**

**09/2008 to 07/2013**

*Department of International relations and Political Science*

Area of concentration: Political Science, Diplomacy, Theory of International Relations, History, Law, Information Technology, Sociology, Philosophy, Psychology, Conflict Management, etc.

**Trainings and Professional Certifications**

- Special program "Understanding the Japanese Development Experience" organized by The National Graduate Institute for Policy Studies (GRIPS) and the Japan International Cooperation Agency (JICA) (Tokyo, August 2019);
- Training Course in Community-based Entrepreneurship for Rural Development, Ritsumeikan

Asia Pacific University (Fukuoka, Japan 2018).

Curriculum Vitae – Iftihor Muhtorov (updated in January 2022)<sub>2</sub>

### **ADDITIONAL KNOWLEDGE & EXPERTISE**

- ✓ Excellent computer skills, fast typing, maturity in working through Microsoft Office Programs (including Windows, Microsoft Office, Email and others);
- ✓ The ability to produce high-quality written work in a „time-dependent“ environment. Elaboration of project concept papers, proposals, training curriculum and drafting analytical and evaluation reports; data processing potential;
- ✓ Excellent networking; capability to liaison with various governmental and non-governmental authorities to resolve development issues (effective, persuasive and credible communication, mediation and negotiation skills);
- ✓ Ability to work with people of different nationalities, religions and cultural backgrounds (respect for diversity and cross-cultural communication);
- ✓ Interactive practices and participatory methods of training; able to facilitate meetings and workshops; conduct presentations and briefings;
- ✓ Demonstrated gender awareness and sensitivity, and an ability to integrate a gender perspective into tasks and Activities;
- ✓ Project monitoring & evaluation; team building, leadership and staff mentoring, performance appraisal skills;
- ✓ Specific office equipment use: projector, digital photo/video cameras, fax and printer;
- ✓ Owned B driving license.

### **LANGUAGES**

Fluently speak, read and write: English, Russian and Uzbek

