

Raimberdi

House Manager, Personal Assistant,
Driver



Personal Information

Birthdate	1978
Zodiac sign	Gemini
Nationality	— Kyrgyzstan
Marital status, own children	Married, has children (4 children)
Place of Birth	USSR
Location	UAE, Dubai
Driving License	Yes
Have a car	No
Sports	— Outdoor activities
Areas of interests	— Healthy lifestyle

Education

1995 - 2000	Teacher of Arabic language and literature, Hazreti Omar Islamic Institute, Kyrgyzstan
2000 - 2001	Teacher in Arabic language and Quran Karim, Muaz bin Jabal school , Kyrgyzstan
2007 - 2011	Bachelors in Arabic Language and Literature, Al-Azhar University, Egypt, Cairo

Working experience

September 2023 - till now

Bu Abdullah Investment Group L.L.C

Translator, UAE, Dubai

My role includes

- Translate documents, presentations, and emails with accuracy and cultural sensitivity.
- Interpret meetings, calls, and conferences, enabling clear cross-language communication.
- Review translations to ensure clarity, consistency, and suitability for clients.
- Facilitate client meetings by translating discussions and bridging language gaps.
- Advise on cultural nuances for marketing and international business communications.
- Research and maintain terminology for accuracy in specialized industry language.
- Collaborate with departments to standardize language across all communications.

September 2023 - till now

Rent The Best

Driver, UAE, Dubai

My role includes

- Safely transport clients to destinations, ensuring punctuality and professional service.
- Inspect vehicle daily for maintenance needs, cleanliness, and operational readiness.
- Follow all traffic laws and company policies for safe driving practices.

April 2018 - April 2023

Al Jaber Gallery

Sales Executive, UAE, Dubai

My role includes

- Spearhead day to day business and analytical operations, promoting a culture of quality.
- Assisted customers in choosing trendy clothes using experience and knowledge.
- Maintained knowledge of fashion trends and new styles and regularly contacted clients.
- Grew and ensured sales through customer service, relationship building, and product knowledge.
- Set targets for daily sales and prepared reports for the market director based on analyzed surveys.
- Regularly monitored (POS/UPT/ATV) to ensure high KPIs were achieved.

March 2016 - March 2018

PUMA

Sales Executive, Kyrgyzstan

My role includes

- Greet Customers, responded to questions, improved engagement with merchandise.
- Provided outstanding customer service and directed customers to merchandise in store.

- Provided information about apparels using product knowledge.
- Handled payments and introduced promotions to customers.
- Operated cash registers, managed financial transactions, balanced drawers.
- Dealt with monthly clients offering them seasonal brand-new clothes and footwears.
- Derived sales through customers, suggestive selling, and shared product knowledge

Reason for leaving

Moved to another country

August 2015 - February 2016

Family

House manager, China

My role includes

- Took the children to school
- Control of messages from children's school
- Control of all payments with home improvement (purchasing products, accounting and checking, purchasing cleaning products, etc.)
- Translated documents were certified by the Embassy of Kazakhstan,
- Prepared visas
- Paid for renting an apartment from the hotel
- Hired staff
- When the owner was abroad or in his own country met them from the airport and their relatives too.

Reason for leaving

Temporary job

January 2013 - July 2015

Rivaldi – Deira

Team Leader, UAE, Dubai

My role includes

- Used company product knowledge and tools to retain customers in a competitive market.
- Managed store operations by ensuring exceptional performance and excellent customer service.
- Sold products and services using solid arguments to prospective customers.
- Performed cost benefit analysis of existing and potential customers.
- Expedited the resolution of customer problems to maximize satisfaction.
- Handled payments and the refunds at a busy cash desk and polite customer service.

Reason for leaving

Moved to home country

Health

Smoker

No

Epileptic	No
Diabetic	No
Colour blind	No
Dyslexic	No
Vegetarian	No
Have you had a medical exam within the last 6 months?	Yes
Allergies	No

Additional information

Personal characteristics	Responsible, active, loyal, punctual, positive, patient, reliable, qualified, experienced
Key skills	A positive role model. Ability to adapt to all kind of situations quickly. Ability to work under pressure or stressful conditions. Ability to work using your own initiative, taking on extra responsibility. Excellent communication and people skills at all levels
Russian	C2 - Fluent
Arabic	C2 - Fluent
English	C2 - Fluent
Kyrgyz	Native
ID	25126

Excellent references available on request