



# Farrukh Ismatov

I am a customer-oriented and results-driven person with experience in sales, management, and service excellence. I focus on building strong relationships with clients and meeting their needs. With excellent communication and problem-solving skills, I adapt quickly to new challenges and always strive to deliver top-notch service to ensure customer satisfaction. I'm eager to embrace new opportunities and ready to bring added value in every role I take on.

## • Contact

📞 +998-94-229-21-11

✉ ismatovfarrukh27@gmail.com

📍 Talabalar 88, Almazar, Tashkent

## • Education

2011-2020

### 272nd school

Basic education  
Yunusabad, Tashkent

2020-2022

### UzSWLU academic lyceum

Specialized Secondary Education  
Chilanzar, Tashkent

## • Language

English	● ● ● ●
Russian	● ● ● ●
Korean	● ●
Uzbek	● ● ● ● ●

## • Work Experience

Jun 2020- Nov 2022

### Seller, Wholesale Drink Shop

Working as a seller long time at a wholesale drinkshop really helped me to develop strong communication skills and built positive relationship with customers.

Mar 2023 - Oct 2023

### Assistant to the chief, Meat restaurant

Assisted the chief with daily operations and inventory management while also working as a waiter, providing excellent customer service and ensuring a smooth workflow.

Dec 2023 - 2025

### Office manager, Visa center

Worked as an office manager at a visa center, providing exceptional client support, handling inquiries with professionalism, and ensuring accurate documentation. Developed strong communication and hospitality skills by assisting diverse clients and creating a welcoming environment.

## • Skills

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|-------------------|---------------------|
| • Adaptability    | • Stress management |
| • Problem-solving | • Critical thinking |
| • Multitasking    | • Physical stamina  |
| • Hospitality     | • Friendly          |