

Alloma Kamalova

7 Shahrisabz street, Firdavs district, Tashkent, Uzbekistan
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Summary: 6 years of work experience in project planning and management. Fluent in English, Russian and Uzbek languages. Graduated with honors from the Master of Business Administration program of the National University of Uzbekistan.

Education:

- 2006-2008 MBA, National University of Uzbekistan. 4, University street, Tashkent, Uzbekistan. www.nuu.uz. Relevant courses: Project planning and management (22 hours); Macroeconomic studies (25 hours)
- 2002-2006 BA, Management. Fergana Polytechnic University. 86- Fergana street, Fergana city, Uzbekistan. www.ferpi.uz

Experience:

25.01.2011 – 10.02.2014 Project specialist, Youth Employability Skills Project . NGO “Faol yoshlar”, 1 Shahrisabz street, Tashkent. Tel: 267-00-00

- Organized 5-day workshops for youth: prepared training plan; identified trainers; arranged venue and supplies; provided support during trainings; drafted reports.
- Assisted the joint research project that was implemented together with UNDP and Kamolot on Youth Employment and contributed to writing final report.
- Drafted quarterly reports of the project and delivered presentations to external partners.

01.06.2008 – 28.12.2011 Program Assistants, Local Development Center, 165 Navoiy street, Tashkent Uzbekistan. Tel: 237-90-00

- Assisted in organizing the events in Fergana, Andijan and Namangan regions: prepared handouts; arranged venue for events.
- Conducted background research for events and new projects related to the social needs of youth.
- Prepared meeting minutes and assisted in writing project reports.

Languages: Understand, speak and write fluently in Uzbek, English and Russian.

Computer programs: Windows 7; Microsoft Office 2008 (Power Point, Word, Excel); Internet

Additional courses: Successfully completed 6-week *Project planning and management* course by the Tashkent Management Center in 2011.

Awards: Winner of 2008 state scholarship of the President of the Republic of Uzbekistan.