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| **Laylo Yakhshiboye**  Lecturer in Entrepreneurship  **Profile** | **v** | **a**  **Key Experience** | C:\Users\user\Desktop\LLLLLLLLLLLLLLLLLLLLLLLLLLLLL (2).jpg  **Contact Details** |
| Laylo is a professional teacher with practical experience in business management and her theoretical knowledge gained at International university.  Her outstanding communication, leadership and motivating skills improved by working related fields like dealing with stakeholders, logistics, market research, evaluating vendors, are now key success factors in harmonizing daily lessons with case studies and lessons learned from projects to close the gap between theoretical views with practical experiences at Universities.  Currently she is working as a head of International Cooperation and Protocol Head. Her key skill awareness of international culture and business ethics leading her to expand global networking which brings benefit for University and Students to access opportunities worldwide. |  | * Administrative skills * Interpersonal skills * Organizational skills * Purchase Operations * Service Quality Delivery * Supply Chain Management * Operations Management * Team Management * Sourcing and Vendor Management * Teaching * Business English | Email: [l.yakhshiboeva@mail.ru](mailto:l.yakhshiboeva@mail.ru) Mobile: +998.97.724.5458  **Profession** |
| * Administrative Functions * Office Management * Purchasing and Procurement   -English Teacher  -Business English |
| **Educational** |  | **Qualifications** | **Languages** |
| Master Business Administration\Project Manager (Webster University) – 2019-2020   * Bachelor's degree, Philology of English Language,   University of World Languages of Uzbek State, 2004-  2008   * Diploma Certificate from German Management Academy (DMAN) |  | - MBA  - | * Uzbek (Native) * Russian (Excellent) * English (Excellent) * Turkish (Fluent) |

# TASHKENT STATE UNIVERSITY OF ECONOMICS –Head of international Cooperation and Protocol

(October 2022 –present

*>Responsibilities*

* Planning, developing and initiate international programs
* Build relationship and partnership with foreign Universities
* Conducts needs assessments for potential programs, projects, and exchanges
* Organize International conferences with famous professors and writers
* Monitors current programs, projects, and exchanges and makes recommendations for continuance, modification, or termination
* Working closely with the deans to develop and implement sustainable international programs, projects, and exchanges.
* . Supporting the rector in the negotiation of agreements between the University and international education funding agencies
* Preparing grant and funding applications in support of programs, projects, and exchanges
* Preparing necessary reports and documents related to international programs
* Motivating team and leading them to the productive work in a positive atmosphere
* Finding budget and partners for the modernization of university’s library
* Creating micro credential courses
* Build sustainable lifelong learning center for University to serve community

# TASHKENT STATE UNIVERSITY OF ECONOMICS –Lecturer in Entrepreneurship

(September 2022 –present) Part-time

*>Responsibilities*

* Planning course material and activities
* Assessing the students’ progress in generating innovative business ideas
* To investigate students’ improvement on presenting pitches for investors
* Evaluate students’ knowledge according to their KPI
* Organizing seminars & webinars
* Conducting efficient sessions
* Improving student’s study & soft skills
* Organizing visits to factories & organizations
* Negotiation practices
* Case study games
* Involving students to start up competitions and grants
* Negotiation practices
* Case study (games)

# TASHKENT STATE UNIVERSITY OF ECONOMICS –Teacher Business English

(December 2020 –June2022)

*>Responsibilities:*

* Planning course material and activities
* Assessing the students’ progress in Speaking Business English
* To investigate students’ improvement on writing skills (formal letters)
* Evaluate students’ knowledge according to their KPI
* Organizing seminars & webinars
* Conducting efficient sessions
* Improving student’s study & soft skills

# Baypak textile (Yarn Producing)

**Head of Procurement (October 2017 – April 2018)**

* *Responsibilities:*
  + Forecast levels of demand for services and products
  + Conduct research to ascertain the best products and suppliers in terms of best value, delivery schedules and quality
  + Liaise between suppliers, manufacturers, relevant internal departments and customers
  + Build and maintain good relationships with new and existing suppliers
  + Negotiate and agree contracts, monitoring the quality of service provided
  + Process payments and invoices
  + Keep contract files and use them as reference for the future
  + Develop strategies to make sure that cost savings and supplier performance targets are met - or exceeded
  + Develop, lead and execute purchasing strategies
  + Track and report key functional metrics to reduce expenses and improve effectiveness

# JV “Indorama Kokand Textile”

**Procurement Manager (September 2014-June 2016)**

*Responsibilities:*

* + Seek and partner with reliable vendors and suppliers
  + Forecast price and market trends to identify changes of balance in buyer-supplier power
  + Perform cost and scenario analysis, and benchmarking
  + Assess, manage and mitigate risks
  + Seek and partner with reliable vendors and suppliers
  + Determine quantity and timing of deliveries
  + Monitor and forecast upcoming levels of demand
  + Organizing meetings, training activities
  + Translations of Indents and Contracts

# JV “TTG”

**Purchasing Manager (March 2013 – July 2014)**

* *Responsibilities****:***
  + Keep a constant check on stock levels;
  + Keep contract files and use them as reference for the future;
  + Forecast price trends and their impact on future activities;
  + Give presentations about market analysis and possible growth;
  + Develop a purchasing strategy;
  + Produce reports and statistics using computer software;
  + Evaluate bids and make recommendations, based on commercial and technical factors;
  + Ensure suppliers are aware of business objectives;
  + Attend meetings and trade conferences;
  + Train and supervise the work of other members of staff.

# “Spentex Tashkent Toytepa”

**Warehouse Supervisor (January 2010 – January 2012)**

* *Responsibilities****:***
  + Plan and supervise the workflow in a warehouse.
  + Implementing operational policies and procedures.
  + Maintaining documentation and keeping accurate records of warehouse activities.
  + Handle and execute shipping operations.
  + Order, receive and handle materials into the warehouse.
  + Plan and organize materials and items at proper places in a warehouse.
  + Hire and provide training for new employees.
  + Maintain and manage inventories accurately.
  + Replenish materials concerning production schedules and customer orders.
* *Responsibilities****:***
  + Schedule meetings and appointments
  + Organize the office layout and order stationery and equipment
  + Maintain the office condition and arrange necessary repairs
  + Partner with HR to update and maintain office policies as necessary
  + Organize office operations and procedures • Coordinate with IT department on all office equipment
  + Ensure that all items are invoiced and paid on time.

# JV “Al-Tash”Cashier (January 2008- February 2009)

* *Responsibilities****:***
  + Perform basic math functions to collect payments and make change • Memorize product locations throughout the store and be able to direct customers or make suggestions
  + Handle exchanges and refunds in a quick, efficient manner
  + Collect payments and bag purchases for customers
  + Maintain accurate cash drawer
  + Take a tally of the funds in the cash register when required during a shift and produce transaction reports