

## Curriculum Vitae

### Personal information

Name Aliya Saduakassova  
Date of birth 20<sup>th</sup> of February 1990 (age: 27)  
Place of birth Ust-Kamenogorsk  
Place of residence Astana  
Marital status single, no children  
Cell phone +7 (701) 962-81-46  
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### Preferred job

Client manager, management assistant

### Work experience

- 11/2015 till know **Branch office of airline Deutsche Lufthansa AG (Astana, Kazakhstan)**  
[www.lufthansa.com](http://www.lufthansa.com)
- Deputy for Station Management in the Astana International Airport.
  - Career growth from Multitask Agent to Duty Station Manager within 6 months.
  - Duties: dispatch coordination and loading supervision of aircrafts, customer care and cooperation with relevant departments, correspondence, documentation etc.
- 03/2014 - 04/2015 **BUK Design GmbH & Co. KG (Dresden, Germany)**  
[www.brockmannundknoedler.de](http://www.brockmannundknoedler.de)
- Project assistance for „ BrockmannundKnoedler“ (group of companies in the field of Beauty, Business, Lifestyle und Design, Germany's leading hairdressing company)
  - Assistance for the project management in the long-standing series of events „Dresdner Business Talk by BrockmannundKnoedler“ and „Dresden Semper Opera Ball“ (2014, 2015)
  - Work duties in the Organic- LifestyleShop.

### Internship

- 07/2013 - 02/2014 **BUK Design GmbH & Co. KG (Dresden, Germany)**  
[www.brockmannundknoedler.de](http://www.brockmannundknoedler.de)  
Internship and student assistance in the field of „BrockmannundKnoedler“ Academy
- 03/2013 - 07/2013 **BUK Management GmbH (Dresden, Germany)**  
[www.brockmannundknoedler.de](http://www.brockmannundknoedler.de)  
Internship and student assistance in the field of „BrockmannundKnoedler“ Marketing/ Event Management

09/2011 - 02/2012 **Point-Blank International Marketing Research & Consultancy GmbH**  
(Berlin, Deutschland) [www.point-blank-international.com](http://www.point-blank-international.com)  
Internship in the field of qualitative marketing research.  
Responsibilities: office organization, collaboration in the planning, execution and analysis of qualitative marketing research studies

### School and university education

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09/2011 - 12/2013 Degree in **Business Administration** (average grade 1,6)  
Zittau/Görlitz – University of Applied Sciences, Zittau (DE)  
Specialization: Marketing, Management, Human Resources

01/2008 - 05/2014 **Double Degree** (Bachelor Degree)  
Kazakh-German University, Almaty (KZ)  
Faculty/ Specialization: Economics/ Marketing

01/2003 - 05/2008 German Gymnasium No.12 named Alexander von Humboldt, Ust-Kamenogorsk

01/1997 - 05/2003 Gymnasium No. 10, Ust-Kamenogorsk

### Additional qualifications

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Language Kazakh – Mother tongue  
Russian – Mother tongue  
German – Negotiable (TestDaF level C1, International summer course for German language and culture at Ruprecht Karls University of Heidelberg)  
English – Intermediate level

Driving license Driving license class B, own car available

### Personal skills

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Competences

- International competence
- Work in one of the world's leading, 5\* airlines
- Performance of duties in management position
- Communication skills with clients

Leisure interests Reading, traveling, cooking, dancing, photography

### Attachments

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- Motivation letter
- Certificates (certificates of study, certificate of diploma examination, internship and employment certificates etc.)