



Aijanova Elvira Toganosovna



8 777 260 48 02, 8 777 180 3177, Ext: 2077

Date of Birth: 25/03/1987

Citizenship: Kazakhstan

E-mail address:

Marital Status: single

Place of living: Aksai, Uralsk

PROFESSIONAL EXPERIENCE

11/09/08 – Present

-- Kazakhstan, Aksai, KPO, Sauda Bld

Personal Assistant to Tax Manager

Duties: Assist Tax Manager in all aspects of translations, both verbal and written, including technical translation of fiscal literature.

Maintain correspondence and subject files.

Ensure that stationary supplies are kept well stocked.

Prepare presentations for ConCom and Tax Subcommittee.

Prepare monthly timesheet for tax department. Organize and minute weekly staff meetings

Maintain all the documents connected with vacations, days off and overtime.

Perform other AD HOC tasks as assigned by the Tax Manager

EDUCATIONAL BACKGROUND

1993-2004	Uralsk Secondary School №22
2004-2008	West Kazakhstan Institute of Languages and Management "EURASIA" Foreign languages: 2 foreign languages (English, German)

LANGUAGES

Kazakh	Native
English	Advance
Russian	Native
German	Upper-Intermediate