



Tehmine Mezhlumyan

Տարիքը 44 տար.

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ՌԵԶՅՈՒՄԵ

Ընտանեկան կարգավիճակ Ամուրի

Կրթությունը Միջին մասնագիտական

Ուսումնական հաստատություն Երևանի գեղարվեստի պետական ակադեմիա

Լեզուներ

Ռուսերեն (70%)

Անգլերեն (85%)

Այլ (30%)

Վարորդական իրավունք B

Նախընտրած պաշտոն Ադմինիստրատոր, Տնօրենի օգնական, Մենեջեր

Աշխատանքային գրաֆիկ Ամբողջ դրույք

Ակնկալվող աշխատավարձ 150.000 դրամ և բարձր

Համակարգչային հմտություններ

MS Office (83%)

MS Word (73%)

MS Excel (30%)

MS Outlook (50%)

Amadeus IT Group (88%)

Աշխատանքային փորձ և պրակտիկա վերնջին 6 տարին Անձնական Ասիստենտ դիպլոմատիկ ընտանիքում

Նախընտրած աշխատանք Անձնական ասիստենտ, մենջեր, Ադմինիստրատոր

Ավելացնել Պորտֆոլիո

Nisar Bin Abdul Latif Al Serkal Est. Dubai, UAE	Sept. 2004 - Mar. 2012	Sales Executive in Cars, Car tires office and Car spares. (includes one year leave of absence to learn GABRIEL and AMADEUS systems)
Rimpel Travel Agency, Armenia	Apr. 2010 - Jun. 2011	Tour manager, operator of air tickets sales platform
MICA Insurance company, Armenia	May1999 - Sept. 2004	Insurance Adviser
German Embassy of Armenia	Dec. 2002 - Sept. 2003	Document Collector & Controller
French Embassy of Armenia	May 1999 - Nov. 2002	Document Collector & Controller



TEHMINE MEZHLUMYAN
Curriculum Vitae

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Date of Birth: 28 July 1979
Place of Birth: Yerevan, Republic of Armenia
Nationality: Armenian
Social Status: Single

Highlights: Fluent spoken and written Armenian, English and Russian
Conversational Arabic
Literate in English and Arabic script
Well-organized, motivated, and independent self-starter
Special talent for working with all types of people
Willing to relocate

Education and Training:

- High School Certificate, Armenia (1985 – 1995)
- Diploma in Theatre Arts, Metro Theatre, Armenia (1992-1995)
- Diploma, Yerevan Cinema Technical College, (1995-1999)
- Licensed Technician in Electro-mechanics (1995-1999)
- Certificate in Cinema Operations (Second category, 1999)
- Certificate, GABRIEL system for Passenger Sales and Reservation Agents (2010)
- Certificate, AMADEUS International Travel Reservation System (2011)
- Driver license
- R-keeper, Store-house program

Principle Skills:

- R-keeper and Store-house programmes
- Computer skills: AMADEUS, Windows, Microsoft Office, Internet, E-mail, social networking, and other applications
- Translate to and from English, Russian, Armenian and Arabic
- Professional sales and marketing experience
- Manage technical and commercial feasibility studies
- Prepare technical proposals
- Communicate and cooperate with customers from point of inquiry to completion of job.

Employment History:

Organization	Duration	Roles and Responsibilities
Sochi Palace Hotel	Aug. 2018 - Mar. 2020	System & tour manager.
Grand Candy Factory	Mar2019 - Jun2019	Ice-cream and candy production worker
Azarat food factory	Sep 2018 - Feb 2019	Production worker
Apapa Resort Yerevan	May 2018 - Jul 2018	Administrator of room cleaning staff, laundry and linen store
Gaya Travel Agency	Mar. 2018 - May 2018	Tour manager, operator of air tickets sales platform
Mrs. Sheralgh Rosenthal	Jul 2016 - Sep 2017	Personal Assistant to a diplomatic family in Armenia. Responsibilities include household management, making family travel arrangements, negotiating with vendors and suppliers, providing oral and written translations, coordinating social gatherings at home for international guests, meal planning and preparation.
Dr. And Mrs. David Dole	Aug. 2012 - Apr. 2016	Personal Assistant to a diplomatic family in Armenia. Responsibilities include household management, making family travel arrangements, supervising home renovation projects, negotiating with vendors and suppliers, providing oral and written translations, coordinating social gatherings at home for international guests, meal planning and preparation, and supervising two children.