


**Shahnozakhon Abdulfayzova**

 Ismoili Somoni street 170a, 40 735700 Khujand, Tajikistan

 +992927330702, +992999990090

 sh.abdulfayzova@iet.tj

Sex Female | Date of birth 01.05.1991 | Nationality Tajikistan

EDUCATION AND TRAINING

10/2023-Present

PhD in Economics

Institute of Economy and Trade of the Tajik State University of Commerce in Khujand

- PhD dissertation: The Relationship Between the Labor Market and the Education System in the Context of Economic Transformation

13/02/2017-10/06/2017

Erasmus+ International Credit Mobility in Turkey

Middle East Technical University, Ankara, Turkey

- Attending courses: Microeconomics, Macroeconomics, Economics, Turkish language

01/09/2015– PRESENT

Master Degree in Banking Management

Khujand State University, Tajikistan

- Master thesis: Investment in Human Capital as a Factor in the Development of Innovative Economy of Tajikistan

01/09/2008–30/06/2013

Specialist Degree in Economy and Management in Enterprises

Khujand Polytechnic Institute of Tajik Technical University, Tajikistan

- Final year thesis: Efficiency in the Use of Alternative Energy Sources in Economy of Tajikistan

WORK EXPERIENCE

08/2023-Present

Leading specialist of institute's website

Institute of Economy and Trade of the Tajik State University of Commerce in Khujand

- planning, developing and maintaining a website
- creating appropriate website content aligned with the institute's strategy
- ensuring full compliance on the website with all laws and regulations
- collaborating with all staff and management to ensure that the website aligns with institute strategy and meets its standards

09/2023-Present

Assistant Instructor of Finance

Institute of Economy and Trade of the Tajik State University of Commerce in Khujand

- teaching Finance courses to undergraduate students
- participating in social and educational events at the university
- planning teaching, including lectures, seminars/tutorials and learning materials
- meeting students individually to discuss progress
- checking and assessing students' work

09/2021-08/2023

Assistant Instructor of Finance

Tajik State University of Law, Business and Politics

- taught Economics and Finance courses to undergraduate students
- prepared learning materials for students
- organized and participated in social and educational events at the department
- checked and assessed students' work

12/2020-09/2021

Assistant Instructor of Finance

Institute of Economy and Trade of the Tajik State University of Commerce in Khujand

- taught Finance courses to undergraduate students
- participated in social and educational events at the faculty and university

11/2020-09/2021

English Instructor

Educational Center "IQ-Shkola", Tajikistan

- taught English to schoolchildren
- introduced new teaching and learning methods

07/11/2018-21/12/2019 **Translator**
 OJSC Bank Eskhata, Tajikistan
 - translated internal banking documents, agreements, contracts and minutes
 - participated in internal meetings and compiled minutes
 - participated as a translator in seminars and workshops organized by foreign partners

01/09/2014–10/01/2018 **Assistant Instructor of Economics**
 Khujand State University, Tajikistan
 - taught Economics
 - organized and participated in social and educational events at the department and university
 - mentored and supervised students

01/09/2011–30/06/2011 **Intern**
 Niku-Khujand, Tajikistan
 -Calculation and Analysis of the Financial Performance of the Company
 -Analysis of the management organisational structure of the company
 -Analysis on maximising the profits of the company

03/07/2010–10/08/2010 **Intern**
 Dusti-Amirkhon, Tajikistan
 -Analysis of the production processes in the company
 -Analysis of marketing strategies in the company

PERSONAL SKILLS

Mother tongue(s) Tajik, Russian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	B2	B2	B2
Spanish	A1	A1	A1	A1	A1
French	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills - broad experience in public speaking with excellent presentation skills as an active participant of scientific conferences and student clubs;
 - teaching and mentoring skills; learned to understand the main goal of students and to find the best strategy to achieve it

Volunteering work - Helping old war veterans
 - Fundraising activities for poor families

Publications - Abdugaffarov A., Abdulfayzova S., "The Demographic Aspects of Innovative Economy", National Tajik University Journal, (Proceedings of the scientific-practical conference "Economy and Perspectives of the Renewable Energy Sources in Tajikistan"), 2016
 - Abdulfayzova S., "Human Resources Yesterday and Today. Role of the human Resources in the Economical-social Development of the Country"
 - Abdulfayzova S., "Development of Innovative Economy in Tajikistan" Newspaper "Nuri Marifat", 2017.