

MERGEN MUHAMMETGULYYEV

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EDUCATION

Degree: Bachelor of Business in Management – Graduated in May 2011

Western Illinois University - Macomb, Illinois - USA

Relevant Coursework: Human Resources, International Management and Business Plan

WORK EXPERIENCE

Director of Human Resources – Alp Is, LLC – Ashgabat – December 2016 to present

- Corporate Ethics and Business standards
- HR policies and procedure development
- Personnel trainings and motivation
- Payroll procedures and calculation
- Local labor regulations and implementation

Director of Human Resources – Merdem, LLC – Ashgabat – February 2012 to December 2015

- Employee training and motivation
- Hiring/firing, payroll
- Team work and management
- Corporate culture and employee conflicts

Store/Regional Manager – Sunny Shades, Inc. – Tulsa, OK - June 2007 to September 2011

- Applied communication skills to increase sales of sunglasses
- Cultivated client relationships, increasing customer satisfaction, and generating repeat sales
- Collected orders and managed payments for customers

Exchange Students Manager – Reads Moving Systems, Inc. – Norfolk, VA – summers 2005 - 2006

- Interacted with customer on a daily basis
- Managed international exchange students
- Lead students toward collaborative project completion

SKILLS

- **Proficient in both written and spoken Turkmen, English, Turkish, and Russian languages**
- Project Management
- Team management experience covering various projects
- Microsoft Office
- Strong organization and leadership skills used in business
- Responsible, hardworking, and organized

PUBLISHING

An article related to HR issue in developing countries. Please see below link.

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AWARDS

- Award for International Bazaar Country Representative – Macomb, USA 2009
- ServSafe Certificate – Washington, USA 2012
- Special American Business Internship Training Program (SABIT) – Washington, USA 2012
- Human Resources Management Seminar Certificate – Ashgabat 2014

ACTIVITIES

- Work and Travel USA Program participant
- Turkmen Students' Association
- International Student Ambassador
- International Friendship Club