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**CV**

**SURNAME NAME**

Muhtar Rufina Beketkyzy

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| **Date of birth** | 25.11.1999 |
| **Nationality** | kazakh |
| **Address, phone number, e-mail** | Taldykorgan city 5 m / d, house 12A, apt 14  87762706444  rufina.mukhtar@mail.ru |
| **Marital status** | not married |
| **OBJECTIVE** | |
| To instill students with intrinsic motivation to learn  To assist the school, i.e., administrators, teachers, students and support staff, to reach their academic and behavioral benchmarks and goals  To instill Positive Action principles into students’ cognitive, affective and behavioral learning domains | |
| **EDUCATION** | |
| *2015-2019жж*  *2018-2022* | *Humanitarian and technical college "Bilim"*  *Specialty: "Kazakh language and literature"*  *Zhetysu University named after I.Zhansugurov*  *Specialty «Kazakh language and literature»* |
| **WORK EXPERIENCE**  Kazakh language and literature teacher | |
| *2017Nov.*  *2018Nov.*  *2019Nov.*  *2021Nov.* | 1. COMMUNAL STATE INSTITUTION "SECONDARY SCHOOL NAMED AFTER BAYYSOV WITH PRESCHOOL MINI-CENTER"  2. PUBLIC STATE INSTITUTION "SECONDARY SCHOOL-GYMNASIUM No. 16"  3. PUBLIC STATE INSTITUTION "SECONDARY SCHOOL-GYMNASIUM No. 12"  4. COMMUNAL STATE INSTITUTION "SECONDARY SCHOOL-LYCEUM No. 18 NAMED AFTER BAKTYBAY ZHOLBARYSULY*"* |
| **ADDITIONAL INFORMATION** | |
| **Technical skill** | Responsible, executive, able to work in a team, able to learn quickly, accurate, conscientious, punctual,  without bad habits. |
| **Professional skills and competencies** | Free PC user (Microsoft Office (Word, Excel), Internet Explorer), office equipment  I know how to fill out documents carefully and competently |
| **Foreign language knowledge** | Kazakh – native  Russian – excellent  English – with a dictionary |
| **Personal qualities** | Active, sanguine by temperament, risky, purposeful, a person. |