

PERSONAL INFORMATION

Karina Nevmatulina




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 **What's App** +7 775 793 32 17

Sex Female | **Date of birth** 25/12/1982 | **Nationality** Kazakhstan

WORK EXPERIENCE

09/2015 – going on

Deputy director of International programs, projects and Academic mobility Center

Karaganda economic university of Kazpotrebooyuz (Republic of Kazakhstan, Karaganda, Akademicheskaya,9, www.keu.kz)

- search and attraction of potential foreign partners (universities, international funds and organizations) to participate in university projects;
- representing the interests of the university at international meetings, seminars, conferences;
- organizing and maintaining contacts with foreign partners;
- preparation, coordination and monitoring of the implementation of international educational and scientific programs and projects;
- assistance in organizing the participation of teaching staff and university students in international exchanges, forums, conferences, meetings and other events;
- organization of contacts of departments, teaching staff and students with foreign partners;
- coordination of specific joint programs in the field of international cooperation;
- drawing up programs for the stay of foreign specialists at the university, organizing business meetings with foreign specialists

Business or sector Education

09/2014 - going on

Docent of the chair of the economics and entrepreneurship

Karaganda economic university of Kazpotrebooyuz (Republic of Kazakhstan, Karaganda, Akademicheskaya,9, www.keu.kz)

Courses: "Enterprise Economics", "Investment and Innovation Activities of an Enterprise", "Strategic Cost Management", "Business Planning".

Business or sector Education

05/2011 – 12/2013

Chief Specialist of the Human Resources Department of the Human Resources Department

National Bank of the Republic of Kazakhstan (Republic of Kazakhstan, Almaty, Satpayev street, 9, www.nationalbank.kz)

- supervision of departments of the National Bank;
- reports on the number of employees of the departments of the National Bank;
- holding competitions for filling vacant positions in departments of the National Bank;
- certification of employees of departments of the National Bank;
- work in the disciplinary commission of the departments of the National Bank on the facts of committing disciplinary offenses by employees of the departments of the National Bank;
- work with the National Security Committee of the Republic of Kazakhstan on employees of departments of the National Bank;
- consideration of incoming correspondence, preparation of responses to letters and inquiries of legal entities and individuals.

Business or sector Finance

04/2009-05/2011 **Expert of the Financial Education Department**

Agency of the Republic of Kazakhstan on regulation of activities of the regional financial center of the city of Almaty (Republic of Kazakhstan, Almaty, Kunayev street, 121, www.ardfca.kz)

- preparation of analytical and statistical information;
- ensuring the work of the Coordination Council to improve the level of financial literacy;
- coordination of the work of the Private Investors Club;
- implementation of signed memorandums with universities, incl. organization and conduct of lectures at universities;
- development of educational training and methodological publications;
- research of investment culture and financial literacy of the population;
- development of proposals and concepts for the creation of new projects and activities aimed at improving the investment culture and financial literacy of the population;
- preparation of letters to government agencies and organizations.

Business or sector Finance

07/2005-04/2009 **Economist**
 Individual entrepreneur «Nevmatulina»
 (Republic of Kazakhstan Karaganda, Bukhar Zhyrau street,55)
Business or sector Trade

EDUCATION AND TRAINING

09/1999-06/2003 **International Economic Relations**
 Karaganda Economic University of Kazpotrebsoyuz (Karaganda)

09/2003-06/2005 **Master of Economics**
 Karaganda Economic University of Kazpotrebsoyuz (Karaganda)

09/2003-06/2006 **Petroleum Engineer**
 Kazakh National Technical University (Almaty)

09/2011-30/2014 **Doctor PhD in Economics**
 Karaganda Economic University of Kazpotrebsoyuz (Karaganda)

PERSONAL SKILLS Communicative, responsible, purposeful, organized, ability to work in a team and make decisions

Mother tongue(s) Russian

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B1	B1	B2

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](http://www.cedefop.europa.eu)

Communication skills Replace with your communication skills. Specify in what context they were acquired.
 ▪ good communication skills gained through my experience
 ▪ analytical skills

Organisational / managerial skills Replace with your organisational / managerial skills. Specify in what context they were acquired.

- leadership (currently responsible for a team of 10 people)
- negotiating, attracting new clients, conducting presentations, lectures
- project management

Job-related skills Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired.

- good command of quality control processes
- ability to work with documentation and calculations
- knowledge of the basics of budgeting, analysis of the financial and economic activities of the enterprise;

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Independent user	Independent user	Independent user	Independent user	Independent user

Levels: Basic user - Independent user - Proficient user
[Digital competences - Self-assessment grid](#)

- good command of office suite (MS Office-Word, Excel, Power Point, Internet, word processor, spread sheet, presentation software)

Driving licence Driving licence category B

ADDITIONAL INFORMATION

Publications 1 electronic textbook, 1 monography, 2 tutorials, and more than 30 publications

Projects Project of the Erasmus + program "Development of a Master Programme in the Management of Industrial Entrepreneurship for Transition Countries – MIETC"

Honours and awards Diploma of the Ministry of Communications and Information "Active user of electronic document management ESEDO-2010";
 Letter of gratitude from the Ministry of Education and Science of the Republic of Kazakhstan

Certifications Certificate of completion of the courses "Accounting. 1: C Accounting 8.0. Taxes and taxation";
 Certificate of completion of the Kazakh language course;
 Certificate of completion of the English language course;
 Certificate of completion of a retraining course at the Institute of State and Local Government;
 Certificate of completion of the course "Business planning";
 Certificate of completion of the course "Business Management and Taxation";
 Certificate of completion of the course "Strategic Business Management";
 Certificate of completion of the course "European Diplomacy";
 Certificate of completion of the course "Distance learning technologies";
 Expert Certificate of the EAEU Interregional Network of Public Administration Schools;
 Certificate of completion of the course "Retaining the Company: How Internationalization and Innovation Can Promote Economic Development";
 Certificate of completion of the course "Methodology and organization of scientific economic research with the basics of intellectual property: adaptation to the best world practice";
 Certificate of completion of the course "Corporate reporting";
 Certificate of completion of the English language course "Write professional Emails English";
 Certificate of completion of the English language course "Speak English Professionally: In Person, Online & On the Phone";
 Certificate of completion of the English language course "Build your professional ePortfolio in English";
 Certificate of completion of the English language course "Take your English communication Skills to the next level";
 Certificate of attendance "Online general English language course at UPPER-Intermediate level".

