

CURRICULUM VITAE

1. **FAMILY NAME:** SIN
2. **FIRST NAMES:** Liliana Valentinovna
3. **DATE OF BIRTH:** June 19, 1966
4. **NATIONALITY:** Korean/ Uzbekistan
5. **CIVIL STATUS:** Married, 3 children
6. **EDUCATION:** MSc in International Relations

Institution (Date):	Degree(s) or Diploma(s) obtained
Urgench Educational Center "Computer Olami", 2003	Certificate in Accounting
The State and Social Construction Academy under the President of the Republic of Uzbekistan, Tashkent, 2000-2001	MSc in International Relation
Dushanba State University, Tadjikistan, 1987-1991	MSc in English

7. **LANGUAGE SKILLS: (1 = fluent till 5 = basic)**

Language	Reading	Speaking	Writing
Russian (mother tongue)	1	1	1
English	1	1	1
Uzbek	1	2	2
German	5	5	5

8. **MEMBERSHIP OF PROFESSIONAL BODIES: -/-**

9. **OTHER SKILLS:** Full computer literacy with main PC hard- and software tools
10. **PRESENT POSITION:** Office Manager of ZEF/UNESCO project in Khorezm
Deputy Director of KRASS NGO

12. **KEY QUALIFICATIONS:**

- Profound leadership and management skills, 11 years of experience as an office manager (appropriate liaison and negotiation with all project partners) and accountant (accurate keeping the books and records of expenses according to the international standards, format and requests of different organizations (ICARDA, ZEF/Bonn, UNESCO, DLR, Bosch Foundation, IPSWAT), monitoring expenditures against budgets and present financial statements, cash flow requests and budget predictions;
- Fluency in English, Russian and Uzbek and therefore capacity to communicate with all national and international staff, visitors etc on different ranks and levels, awareness of modifications in laws and regulations with reference to agriculture, privatization, marketing, taxes, local institutions;
- 15 years of experience in logistic support.

13. **SPECIFIC EXPERIENCE IN THE REGION:**

Country	Date from – Date to

14. PROFESSIONAL EXPERIENCE:

Date	Location	Company	Position	Description
June 2002-ongoing	Khorezm, Uzbekistan	ZEF/UNESCO Project on Landscape management	Office Manager	<ul style="list-style-type: none"> *Management of human, material and financial resources *Assistance to visitors in general, registration support, appropriate and timely transportation, accommodation and render guidance when necessary. Meetings, appointments and encounters upon request of the ZEF coordination units in Tashkent and Germany; *Collaboration with the PC in maintaining of appropriate liaison and negotiation with all project partners and maintain relationships with them; *On special request of the ZEF/UNESCO PC, assistance in meetings to topics relevant for ZEF/UNESCO in general and in the field of natural resources and ecology and security more particular. When necessary representation of ZEF/UNESCO to Uzbekistan; (in such cases, to prepare brief minutes of these meetings and communicate these to the ZEF/UNESCO coordination units); *Being aware of modifications in laws and regulations with reference to agriculture, privatization, marketing, local institutions;
November 2008-ongoing	Khorezm, Uzbekistan	KRASS/NGO	Deputy Director	Representation of the organization in the absence of director, establishment of network between local NGOs, donors, international organizations and farmers, assistance in agreements and contracts preparation, participation and assistance in trainings for farmers, preparation of annual reports
September 2001-May 2002	Khorezm, Uzbekistan	SRP Schneider&Partner, Ingenieur GmbH, AHT International	Interpreter, Office Manager	<ul style="list-style-type: none"> *Office administration *Accounting and staff management *Translation *Computer applications *Assistance to experts
February 1997-October 2001	Khorezm, Uzbekistan	Ministry of Foreign Economic Relations, Khorezm Branch, Urgench	Interpreter, Junior specialist, Senior Specialist	<ul style="list-style-type: none"> *Staff Management, staff policy *Network with foreign structures *Computer applications *Translation
November 1996-February 1997	Khorezm, Uzbekistan	Foreign-trade firm "Ichan-Kala" Khiva	Interpreter	<ul style="list-style-type: none"> *Network with foreign structures *Translation *Computer applications
November 1990-November 1996	Dushanbe, Tadjikistan	Specialized school on English #9	Teacher of English	<ul style="list-style-type: none"> *Teaching English *Methodologist