

Zimfira Abdulmanova

People Development Specialist | Career Coach

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📍 Dubai, UAE

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Overview

I support people in growing their skills and confidence through thoughtfully designed training programs and coaching. With 10 years in Business Administration, I bring structure, attention to detail, and stakeholder understanding into every learning experience. I focus on creating clear, engaging materials backed by research, always learning and improving along the way.

Work Experience

Sep, 2024 - Present

Learning & Development Specialist,
Emirates Flight Catering, Dubai, UAE

- Design and develop training programs aligned with operational and people development goals
- Create training content
- Deliver training sessions and workshops
- Conduct training needs analysis in coordination with stakeholders
- Continuously review and update training materials
- Support employees' career growth through learning opportunities.
- Manage training schedules, communication, and logistics.

Nov, 2023 - Present

Career Coach | Workshops Facilitator | English Teacher,

Volunteering in Samantha Smith's Group, remote

- Facilitating online workshops on career development, job search skills, and interview preparation
- Providing one-on-one career coaching to support personal growth and career clarity
- Teaching English as a second language to adult learners, focusing on communication and workplace vocabulary
- Creating learning materials and structuring sessions to match participants' needs and backgrounds

Education

2006-2011

Bachelor of Psychology,
Lomonosov Moscow State University

2022

Psychology of Change and Transformational Coaching,
Moscow Institute of Psychoanalysis, certified by International Association of Coaching Institutes

2022

System Approach in Individual, Marital and Family Counselling
Mental Research Institute

Work Experience (continuation)

Mar, 2021 - Sep, 2024

Executive Secretary,

Emirates Flight Catering, Dubai, UAE

Dec, 2018 - Feb, 2021

Executive Secretary,

NRTC Group, Dubai, UAE

Mar, 2018 - Nov, 2018

Office Manager,

Horizon Royal Diamonds DMCC, Dubai, UAE

Sep, 2013 - Sep, 2016

Executive Secretary,

Energy Machine, Tashkent, Uzbekistan

- Coordinating cross-functional projects, tracking progress, ensuring deadlines are met, and supporting change management initiatives
- Managing stakeholder communication across departments, ensuring smooth information flow and alignment with executive priorities
- Supporting departmental budget planning and monitoring of costs related to events and operational activities
- Preparing business reports, presentations, and project updates for internal and external stakeholders, ensuring clarity, accuracy, and alignment with business goals
- Providing full-spectrum executive support: calendar management, scheduling, meeting coordination, travel arrangements, and expense tracking for senior leadership teams
- Handling sensitive and confidential information with discretion
- Organizing onboarding processes, internal training logistics, department inductions, and team briefings
- Supporting HR-related tasks such as recruitment coordination, employee records management, and internal engagement activities
- Leading process improvement initiatives in administrative functions to enhance efficiency, reduce costs, and support organizational objectives

May, 2012 - Sep, 2016

Events Manager,

BM Group, Tashkent, Uzbekistan

- Planning, organizing, and executing corporate events, training sessions, and team-building activities, ensuring alignment with business goals and participant engagement
- Coordinating with internal and external stakeholders, managing logistics, vendor relations, and budgets to deliver seamless event experiences

Languages

- Russian
- English

Computer Skills

- Microsoft Office Suite: Word, Excel, PowerPoint, Outlook, Power BI
- Learning Management Systems (LMS) – Basic Administration
- Canva
- Zoom, Microsoft Teams, Google Meet (Virtual Training & Meetings)

Soft Skills

- Empathy and active listening
- Structured thinking
- Curiosity and continuous learning
- Patience and adaptability
- Calm, steady communication
- Creativity in content development
- Self-awareness and openness to feedback