

ABDULHAKIMBAY DAULETBAEV

EXECUTIVE ASSISTANT

PROFESSIONAL SUMMARY

Executive Assistant with 1+ year of experience supporting CEO-level operations in a multi-location healthcare business (Russia & UAE). Experienced in structuring workflows, coordinating teams, and improving operational efficiency through process, CRM, and execution support.

CONTACT

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WORK EXPERIENCE

Executive Assistant | February 2025 - January 2026 | 1 year

to Head of Marketing, LLC "OguzMed" — Network of hair transplant clinics

- Reduced Head of Marketing's operational workload from ~20–30 to ~5–10 hours/week by structuring tasks and supporting execution of core operations
- Contributed to ~2x growth in procedures (from ~10 to ~20/month) by supporting process improvements and client flow optimization
- Coordinated a cross-functional team of up to 8 people (operators, designers, developer, marketer), improving alignment and on-time task delivery
- Supported launch of landing pages and marketing campaigns by coordinating execution across team members
- Participated in CRM implementation and client journey optimization, improving workflow transparency and data organization
- Built and maintained a centralized knowledge base (Google Drive, Notion, FigJam), improving access to information and team efficiency
- Developed Python scripts to automate routine processes, reducing manual workload and increasing operational efficiency
- Provided travel support for Head of Marketing during international trips (Italy), including flight booking, hotel arrangements, ground transportation, and itinerary coordination

SKILLS

Web Development

I have a solid foundation in backend development and basic knowledge of frontend development. Specifically, I work with Python and its main frameworks (FastAPI, Django) and the full ecosystem of tools used with them.

Python, REST API, Django, FastAPI, SQL, Cloud Deployment, JavaScript, React, HTML, CSS

Tools

Jira, Trello, Wrike, Excel, Notion, Figma, Photoshop, ChatGPT, Gemini, Cursor, Antigravity