

BEGALY SHYNBOLAT

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Location: Astana, Kazakhstan

Professional Summary

Junior Revenue / Financial Analyst with strong analytical background and experience in data-driven reporting, internal controls, and financial logic within large public-sector projects. Skilled in Excel-based analysis, forecasting support, documentation accuracy, and cross-functional collaboration. Experienced in working with large datasets, identifying inconsistencies, and supporting decision-making processes.

Education

L.N. Gumilyov Eurasian National University

Bachelor's Degree, International Relations

2022 – 2026, Astana

Relevant Coursework: International Economics, Data Analysis & Statistics, Research Methodology, Public Policy Analysis, Risk Assessment & Internal Controls, Economic Development & Trade Policy

National Research University Higher School of Economics

Bachelor's Degree, Game Design (incomplete)

2021 – 2022, Moscow

Relevant Coursework: Project & Financial Planning, Process Optimization, Project Management, Systems Thinking, Problem-Solving Models, Communication & Presentation Skills, Analytical Writing, Data Interpretation, Design Basics

EF Academy

IB Diploma Programme

2020 – 2021, New York

Professional Experience

Center for Analysis and Information (Committee of the Ministry of Culture and Information)

Project & Analytics Specialist – Lead Expert

December 2023 – December 2025, Astana

Key Responsibilities & Achievements:

- Prepared and regularly updated project materials: presentations, analytical summaries, tables, reports, and consolidated files;
- Prepared regular analytical and management reports (*daily / weekly / monthly*) for senior decision-makers;
- Conducted quantitative and qualitative analysis of large datasets to support operational and strategic decisions;
- Built and maintained Excel-based analytical tables, tracking indicators, trends, and anomalies;
- Created presentations and data visualizations for national and international events (*forums, congresses, delegations*);
- Ensured data accuracy, completeness, and consistency, identifying discrepancies and proposing corrective actions;
- Supported budget-related and cost-monitoring discussions within projects;
- Assisted in forecast-oriented analysis by monitoring trends and scenario developments;
- Worked with structured datasets, applying sampling, validation, and reconciliation logic.

Astana Mall Trading Office Manager

June 2023 – September 2023, Astana

Responsibilities:

- Coordinated internal administrative and reporting processes;
- Onboarding and mentoring of new employees;
- Coordination of contractor work and internal communication;
- Improved document flow and operational processes, ensuring transparency and timely reporting;
- Document management, reporting, and organizational tasks.

Project / Additional Experience

Independent Trade & Market Support (*Project-Based*)

- Assisted in international diesel fuel trade support, including understanding of FOB/CIF terms, logistics cost structure, and pricing logic;
- Supported preparation and review of commercial and supporting documentation;
- Participated in basic market and pricing analysis for cross-border transactions;
- Gained hands-on understanding of tender procedures and procurement workflows.

Freelance Design & Content Support (*Project-Based*)

2020 – 2023

- Delivered design and content support for small business and personal projects (*posters, presentations, visual materials*);
- Produced structured written content (*short copy, briefs, descriptions*) aligned with client requirements;
- Worked with technical briefs, deadlines, and feedback cycles, ensuring accuracy and timely delivery;
- Coordinated with clients to clarify scope, revise deliverables, and maintain quality standards.

Skills

Professional & Analytical Skills:

- Financial basics: reading and understanding financial statements, budgeting, cost analysis, economic indicators;
- Audit-support mindset;
- Financial data analysis;
- Market and media research, trend identification, risk assessment;
- Experience working with large datasets and evidence-based conclusions.

Project & Task Management:

- Preparing analytical materials for decision-makers and stakeholders;
 - Structuring processes, maintaining documentation standards, and ensuring compliance;
 - Managing multiple tasks simultaneously with consistent accuracy and quality;
- Creating presentations, visual materials, and data-driven summaries for internal and external use.

Tools & Software: Excel (*advanced formulas, pivot tables, data cleaning*), PowerPoint, Word, Notion, Google Workspace, Figma, Adobe applications, Data visualization tools, Basic understanding of ERP systems.

Languages:

- Kazakh – Native
- Russian – Native
- English – C1/C2 (IELTS 7.5)
- Uzbek – B2

Soft Skills:

- Responsibility, adaptability, teamwork, fast learning, problem-solving, high concentration, structured thinking, ability to work under pressure and tight deadlines.