



UZKIMYOSANOAT
JOINT STOCK COMPANY

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Department of Administrative issue



Khoshimov Abror Norbutayevich

Head of the Department of Administrative issue at “Uzkimyosanoat” Joint Stock Company

Phone: [+998781407466](tel:+998781407466)

E-mail: a.xoshimov@uks.uz

Work experience

2020 - present	Head of the Department of Administrative issue at “Uzkimyosanoat” Joint Stock Company
2019-2020	Head of the Department of Administrative issue at “Uzkimyosanoat” State Joint Stock Company
2019	Executive Manager, “Uzkimyosanoat” State Joint Stock Company

2017-2019	Facilities Manager, Finance and Economic Division, Independent Institute for Monitoring the Formation of Civil Society
2017	Chief Consultant, Department for Work with Business Structures and Farmers, Executive Committee of the Political Council of UzLiDeP
2016-2017	Deputy Head of the Center for Political Education under the Tashkent City Council of UzLiDeP
2014-2016	Deputy Head Agronomist, Head of Yukorichirchik District Branch, Tashkent Regional "Qishloqxo'jalikimyo" Joint-Stock Company
2014	Senior Specialist, Information and Resource Sector, Independent Institute for Monitoring the Formation of Civil Society
2012-2014	Accountant in the Foreign Economic Relations Department, Senior Accountant in the Accounting Department, and Head of the Finance and Economic Department at "Ammofos" Open Joint Stock Company, Almalyk.
2009-2011	Manager of Economic Affairs, Administrative and Economic Department, Institute for the Study of Civil Society
2005-2009	Logistics Officer in the Administrative and Economic Department, Institute for the Study of Civil Society
2004-2005	1st Category Specialist, then Leading Specialist at the Department of Agriculture and Environmental Statistics, Tashkent Regional Statistics Department
2000-2004	Student at the Tashkent Institute of Irrigation and Melioration Engineers
1994-1997	Contractor at A. Do'stbekov Agricultural Cooperative, Pskent District, Tashkent Region

Responsibilities

- Effective organization and coordination of general administrative and housekeeping tasks of the executive office;
- Maintenance of buildings, scheduled repairs, ensuring stable operation, and organizing full exploitation;
- Supervision of technical staff engaged in office, housekeeping, cleaning, and organizational tasks, as well as task delegation among them;
- Procurement, accounting, and ensuring the effective use of necessary property, furniture, inventory, household goods, and office supplies;
- Taking measures to ensure economical use of fuel and energy resources, water, and other utility services;
- Creating comfortable conditions for employees and visitors, ensuring compliance with safety, fire safety, and labor protection regulations;
- Monitoring the correct use of vehicles, optimizing costs, and overseeing the condition of the vehicle fleet.

source:

Joint Stock Company "Uzkimyo sanoat"

<https://new.uzkimyosanoat.uz/en/company/department/mamuriy-xojalik-boshqarmasi>