

MUSTAFA DILEKCI

702-801-0953 | aksiongroup@gmail.com | 9607 Custer Road, Plano, TX, 75025

Highly skilled and versatile installation and maintenance professional with over 20 years of experience in construction, technical support, and management. Extensive expertise in installation, electrical work, and operational logistics across diverse sectors, including automotive, construction, and electronics. Known for strong leadership in overseeing teams, optimizing productivity, and ensuring safety compliance. Bilingual in English, Russian, Turkish, and Kazakh, with a deep commitment to quality and efficiency. Easily adaptable to new environments and quick to learn emerging technologies in the field.

Core Competencies

Installation & Maintenance Expertise | Team Leadership & Staff Development | Operational Efficiency | Safety & Compliance | Customer Service & Communication | Installation & Repair of Doors, Windows, Electrical Systems | Electrical Schematics Interpretation | Power Tool Operation & Maintenance | Online Marketing & Sales Management | Personnel Management & Team Coordination | Inventory Control & Logistics Management

Professional Experience

SALES MANAGER | YELIZ MOTORS | DALLAS, TEXAS

04/2020 - Present

- Managed online marketing initiatives, expanding reach through various digital platforms.
- Led international sales operations, establishing relationships with overseas clients.
- Implemented customer engagement strategies, enhancing sales and service quality.

ASSISTANT MANAGER | OC LIMO | IRVINE, CALIFORNIA

10/2019 - 04/2020

- Coordinated transport services, ensuring timely and efficient operations.
- Developed marketing strategies to increase visibility and drive client acquisition.
- Managed scheduling and logistics to ensure optimal resource allocation.

MANAGER OF COMPANY | VEGASTRADE LLC | LAS VEGAS, NEVADA

10/2017 - 10/2019

- Oversaw online sales and managed company's Amazon account, optimizing product listings and customer interactions.
- Maintained inventory control, ensuring timely replenishment and order fulfillment.
- Enhanced team productivity by implementing streamlined work processes.

ADMINISTRATOR OF TECHNICAL STAFF | BILIMORDA | ASTANA, KAZAKHSTAN

07/2013 - 07/2017

- Coordinated workforce coverage, managing scheduling and operational efficiency.
- Conducted performance evaluations, offering feedback to drive improvement.
- Oversaw supply inventory and coordinated interdepartmental communications.

INSTALLATION TECHNICIAN | AKSIONGROUP LLC | ASTANA, KAZAKHSTAN

09/2008 - 05/2013

- Performed installation and maintenance of PVC-Aluminum windows and doors across various sites.
- Improved service efficiency by organizing and prioritizing work requests.
- Collaborated with team members to achieve seamless installation processes.

ADMINISTRATOR OF INSTALLATION STAFF | SARKYRAMA CONSTRUCTION CO. | AKTOBE, KAZAKHSTAN

01/2006 - 01/2008

- Supervised various installation teams, including electricians, roof installers, and general labor.
- Managed inventory and procurement processes for installation materials.
- Improved project outcomes by ensuring compliance with quality standards.

INSTALLATION TECHNICIAN | ASTANA LLC | AKTOBE, KAZAKHSTAN

05/1999 - 06/2002

- Installed PPRC and PVC pipes for residential projects, coordinating with team members for efficiency.
- Identified and resolved project challenges, enhancing team productivity.
- Standardized installation methods, achieving consistent high-quality work.

PRODUCT TECHNICIAN | BASTER ELECTRONIC | IZMIR, TURKEY

09/1989 - 05/1993

- Produced electronic goods, including electronic scales and adaptors, ensuring quality control through testing and inspection.
- Streamlined packaging processes, reducing time and material waste.
- Collaborated on production improvements to enhance efficiency and output.

- Assisted with cable installations for various voltage levels, learning key electrical concepts.
- Supported senior technicians in diagnostics, repairs, and installations.
- Followed safety protocols to maintain a hazard-free work environment.

Education

Electronic Technician – Electrical, Electronics Technologies

Chinarli Vocational High School | Izmir, Turkey

Languages

- English
- Russian
- Turkish
- Kazakh