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**CV**

**ERTURSYNOVA KARLYGA KAMBARKYZY**

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| **Date of birth** | **04.07.2001** |
| **Nationality** | **Kazakh** |
| **Address, phone number, e-mail** | **Taldykorgan city, Kaliev 146, 87078018322**  [**karligaertursynova@gmail.com**](mailto:karligaertursynova@gmail.com) |
| **Marital status** | **Not married** |
| **OBJECTIVE** | |
| **Work in your specialty, gain experience, climb the career ladder.** | |
| **EDUCATION** | |
| *2018-2019*  *2019-2022* | *Semey State University named after Shakarim, Faculty of Law and Economics, specialty State and Local Government.*  *Zhetysu University named after I. Zhansugurov, Faculty of Law and Economics, specialty State and Local Administration* |
| **WORK EXPERIENCE**  Professional internship: | |
| *2019*  *2020*  *2021* | *Assistant to the Head of the Department of Public Administration and Management of Semipalatinsk State University named after Shakarim*  *Youth Service Department of Almaty region*  *Department of the Agency of the Republic of Kazakhstan for Civil Service Affairs in Almaty region* |
| **ADDITIONAL INFORMATION** | |
| **Technical skill** | **Microsoft Office: Word, Excel, PowerPoint** |
| **Professional skills and competencies** | **Free PC use;**  **Easy adaptation to new information systems;**  **Business communication skills;**  **Skills of operational search of information on the Internet.** |
| **Foreign language knowledge** | **Kazakh is the native language, Russian is fluent, English is the basic level.** |
| **Personal qualities** | **Polite;**  **Stress resistance;**  **Ability to work in a team;**  **Responsibility;**  **Punctuality;**  **Discipline.** |