

**CV**

**Otarbek Zhaniya Syrymkyzy**

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| **Date of birth** | 28.11.2001 |
| **Nationality** | kazakh |
| **Address, phone number, e-mail** | Almaty region,Taldykorgan city, microdistrict Zhana Garyshker 4E,15 house  87077281101  zhaniya.otarbek@bk.ru |
| **Marital status** | not married |
| **OBJECTIVE** | |
| Employment in the specialty of law, as well as career growth with a stable and decent salary | |
| **EDUCATION** | |
| 2018-2022 | Zhetysu University named after Ilyas Zhansugurov  Specialty Law |
| **WORK EXPERIENCE**  Professional internship: From May 24 to June 25, 2021, I was held at the Taldykorgan City Police Department. | |
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| **ADDITIONAL INFORMATION** | |
| **Technical skill** | An experienced PC user, including working in Microsoft Word, Excel, PowerPoint programs. Confident knowledge of civil and administrative legislation of the Republic of Kazakhstan.Skills in drafting legal documents (contracts, additional agreements, protocols, etc.).Constantly monitor changes in legislation, apply changes in practice. |
| **Professional skills and competencies** | Ability to draw up legal documents, good knowledge of contract law.  - Experience working with people of a complex nature.  - The ability to get the necessary information and ask the right questions to determine or form the client's position. |
| **Foreign language knowledge** | English with a dictionary |
| **Personal qualities** | My analytical mindset and attention to detail allow me to instantly identify fragments that require correction and work effectively with documentation.Punctuality, responsibility, honesty, high efficiency, ability to study an issue of any complexity in the shortest possible time |