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**CV**

**Muratbek Abylaikhan Nurbolatuly YUK-412**

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| **Date of birth** | **17.05.2000** |
| **Nationality** | **Kazakh** |
| **Address, phone number, e-mail** | **Almaty region, Tekeli city, Tauelsizdik street, 9-34** [**Tel:87474328903**](Tel:87474328903) **Abylaikhan\_2000@mail.ru** |
| **Marital status** | **Single** |
| **OBJECTIVE** | |
| **Updating the legal framework of the company, concluding contracts and supporting transactions, document approval, working with internal document management, risk management of the company at the level of the legal service, drafting requirements and claims, issuing licenses and permits.** | |
| **EDUCATION** | |
| *2018-2022* | *Zhetysu state University named after Ilyas Zhansugurov* |
| **WORK EXPERIENCE**  Professional internship: | |
| *1 курс 2019*  *2 курс 2020*  *3 курс 2021* | ***Justice Department***  ***Internal affairs department***  ***Tekeli city court*** |
| **ADDITIONAL INFORMATION** | |
| **Technical skill** | **Computer ownership of MS Office, E-mail, work with all Internet browsers** |
| **Professional skills and competencies** | **Knowledge of computer programs necessary for operation, the ability to compile various legal documentation.** |
| **Foreign language knowledge** | **Kazakh language: free**  **Russian language: free**  **English language: medium** |
| **Personal qualities** | **Responsibility, versatility.** |