**CV **

Nurgaliyev Elnur

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| **Date of birth** | 09.03.2000 |
| **Nationality** | Kazakh |
| **Address, phone number, e-mail** | Taldykorgan, 1 military district, 17 house, 6 apartment 87770240309 adil.000309@mail.ru |
| **Marital status** | Single |
| **OBJECTIVE** | |
| Employment in the specialty, work with internal document management, document approval, risk management of the company at the level of the legal service, registration of licenses and permits, drafting of requirements and claims | |
| **EDUCATION** | |
| 2018-2022 | "Zhetysu University named after Ilyas Zhansugurov" |
| **WORK EXPERIENCE**  Professional internship: | |
| 2019  2020  2021 | Department of Justice  Department of Justice  Eastern City Police Department |
| **ADDITIONAL INFORMATION** | |
| **Technicalskill** | Computer skills, MS Office, E-mail, work with all Internet browsers, skills in processing legal documents (contracts, additional agreements, protocols, etc.) |
| **Professionalskillsandcompetencies** | Punctuality, responsibility, ability to conduct business correspondence, constant monitoring of changes in legislation, application of changes in practice, etc |
| **Foreign language knowledge** | Russian (fluent), English (with dictionary) |
| **Personal qualities** | Competent speech, organization, teamwork, business communication |