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**CV**

**Baiturbaeva Maira Altaievna**

**Date of birth**  10.09.200

**Nationality** Kazakh

**Address, phone number, e-mail** Mushel toi 18 kv 48

87779920012 baiturbaieva@mail.ru

**Marital status** Single

**OBJECTIVE**

updating the legal framework of the company, concluding contracts and supporting transactions, working with internal document management, document approval, risk management of the company at the level of the legal service, issuing licenses and permits, drafting requirements and claims.

**EDUCATION**

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| --- | --- |
| *2018-2022* | *Zhetysu University named after Ilyas Zhansugurov* |

**WORK EXPERIENCE**

Professional internship:

**1 grade** Advocacy

**2 grade** city ​​Court

**3 grade** Advocacy

**ADDITIONAL INFORMATION**

**Technical skill :** Computer ownership of MS Office, E - mail, work with all Internet browsers

**Professional skills and competencies:** The ability to compile various legal documentation.

Knowledge of computer programs necessary for operation

**Foreign language knowledge:** Kazakh language: free Russian: free

**Personal qualities:** responsibility, versatility, organization