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**CV**

**Shaipan Nurbolat Almatuly**

**YUK-412**

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| **Date of birth** | **28.12.2000** |
| **Nationality** | **Kazakh** |
| **Address, phone number, e-mail** | **Samal street, house 9a, apartament 57**  **87768434918**  **Nshaypan@inbox.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** | |
| *2018-2022* | *Zhetysu University named after Ilyas Zhansugurov* |
| **WORK EXPERIENCE**  Professional internship: | |
| *2019*  *2020*  *2021* | ***Mkr-n Molodezhny,28, UPP No. 5***  ***Mkr-n Molodezhny,28, UPP No. 5***  ***Mkr-n Molodezhny,28, UPP No. 5*** |
| **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**  **English: Medium** |
| **Personal qualities** | **responsibility, versatility, organization** |