**AIDA**

Lawyer

communicative,experienced, hard-working, fast learner,

enthusiastic, confident

**Key skills**

Representation at the law courts

Proficient in legal research as well as strong analytic and drafting skills

Tracking cases

Pre drafting contracts

Proof reading legal documents

Legal due dilligence

Providing legal assistance, clerical and administrative support to lawyers

Exploring opportunities to add value to job accomplishments

Good problem solving and decision-making skills

Exellent verbal and written communication skills in English

**Work experience**

2013 to present Real Estate Agency

15 000 employees in Tatarstan (Russia)

Lawyer

Representation at the law courts

Dealing with lawyers

Legal due dilligence

Liaising with clients and other staff in compliance with requests

Maintaining and updating assigned partners files to deal enfficiently with paper flow and organization and storage of paper work, documents and computer-based information

Performing other work related tasks as required

2012-2013 Supreme Law Court of Tatarstan

1 500 employees in Kazan

Judge assistant

Making projects of judgements

Organazing and managing judges schedule

Reviewing schedule with judge on a daily basis

Composing and typing letters, memos, correspondence and reports as requested by judge

2007-2012 District Law Court of Tatarstan

200 employees in Kazan

Judge assistant

Making projects of judgements

Administrative duties, including achiving and document retention databases and safekeeping of original documents

Supporting judges proceedings

Receiving, screening and responding appropriately to telephone calls

Composing letters, memos, correspondence as requested by judge

**Education**

2000-2002 Arabic language, history and geography of Arabic countries course

2002-2007 Kazan State University (Masters in Law)

5 years validated

2009 Advanced training course at the IT technologies Institute

2015 Advanced training course at the University (law faculty)

2016 to present Arabic language course at the Kazan State University (Foreign affairs and orientalism faculty)

**Skills**

Languages Russian, Tatar : mother tongue

English: fluent

Arabic: basic

IT skills Word, Excel, Lotus Notes, Outlook, Adobe Acrobat Professional

**Interests**

Hobbies: learning languages, playing tennis, swimming

Travels: UAE, Turkey, Czechia

**Job Seeker First Name / CV No: 1718148**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

