**Kristin**

Kristin.335987@2freemail.com

EDUCATION

**MA, Master of Science of law in Jurisprudence**

Bolashak Academy in Karaganda, 2014 to 2016

**BA, Bachelor in law in International law**

Y.A. Buketov's Karaganda State University - from 2010 to 2014

WORK EXPERIENCE

Private tutoring

Teaching private lessons of Russian, English, French languages since 2008 till present

**Inspector of human resources and internal security**

Department of the Committee on legal statistics and criminal records of the General Prosecutor's office in the Republic of Kazakhstan - Karaganda - June 2014 to September 2016

* to make up a monthly time-sheet;
* to edit documents before the final signature
* to e-sign documents before sending
* to control all the movements of prosecutors and specialists who work out of town;
* to keep the journal of visitors
* to track the fulfilment of urgent documents;
* to stamp the papers reporting criminal records
* to stamp quarterly and monthly acts of revise

**Specialist of payments**

Salem Insurance company - Karaganda - February 2014 to June 2014

* to accept the claims about car accidents
* to collect all the documents from both sides and send them to the main office for payment
* to track the payments
* to make up a monthly time-sheet
* to insure client's accident responsibility
* to fulfil other HR duties

**Credit consultant**

Home Credit Bank - Karaganda, Kazakhstan - July 2012 to January 2014

* to fill in the application form for lending;
* to process the negotiation in case of lending approval;
* to advise clients the best option in lending;
* to track client's payments;
* to search for potential clients;
* consultancy about all types of lending.

**Retail manager**

Grazia shoe store –Karaganda, Kazakhstan – April, 2011 – July, 2012

* to handle the payment for any purchases
* give information about the features, quality and availability of different products
* recruiting, training, supervising and appraising staff
* managing budgets
* maintaining statistical and financial records
* planning
* promoting and marketing the business
* dealing with customer queries and complaints
* overseeing pricing and stock control
* maximising profitability and meeting sales targets
* ensuring compliance with health and safety legislation
* preparing promotional materials and displays

**Shop assistant/cashier**

Mango – Karaganda Kazakhstan – July 2010 – March 2011

* to help customers to find the right size
* to help customers find products they are looking for in the shop
* to handle the payment for any purchases
* give information about the features, quality and availability of different products

COMPUTER SKILLS

OS Windows, OS Mac, Microsoft Office

LANGUAGE SKILLS

Fluent in English, Russian and French.

Beginner in German

ADDITIONAL INFORMATION

creativity, activity, purposefulness, politeness, sociability. international driving license.