**Bermet**

[**Bermet.348933@2freemail.com**](mailto:Bermet.348933@2freemail.com)

**Career Objective:** I have high interest to join a developing Company in Dubai and would like to be considered for the position of Legal Assistant. It would be a great opportunity for me to obtain international job experience. Also it allows me to develop and realize all my previous skills and knowledge in civil law. And I believe I possess the necessary skills and experience, which are being sought and would make a valuable addition to your Company

**Skills and abilities**

* Legally competence in drafting of judicial documents
* Strong writing and analytical skills
* Strong ability to successfully work in a diverse and multicultural environment with others and work as an effective team member
* Strong ability to plan, organize, prioritize work, and multi task to meet tight deadlines
* ***Fluency in English and Russian***
* Knowledge of basic accounting principles
* Computer literacy workshops: MS Word, Excel, Power Point

**Work experience**

**Educational Centre “Serval” Ltd.,** Kyrgyz Republic

**01/2014 to now**

***LEGAL ADVISER (part time)***

* Preparation of legal documents
* Advising clients and employees on legal issues
* Representation of interests in court and other state bodies
* Conducting legal examination of internal acts of the organization to compliance with the law
* Negotiating, business correspondence

**Educational Centre “Serval” Ltd.,** Kyrgyz Republic

**01/2014 to now**

***LANGUAGES INSTRUCTOR (English, Russian)***

* conducting Russian Language classes with non-native speakers from beginner to advanced level with children,
* maintaining the proper attendance sheets and lesson plans,
* preparing or adjusting the curriculum as per the company needs.

**Court of Original Jurisdiction of Bishkek city (the 1st instance)/**

**Sverdlovsky District Court of Bishkek city,** Kyrgyz Republic

**08/2012 to 10/2013**

***ASSISTANT JUDGE OF CIVIC PROCEDURE***

* Study of cases and materials received by the judges production, ensuring their preparation for consideration
* Drafting of Judicial Acts
* Preparation of judicial decisions (Determination of acceptance, training and appointment of the case, to refuse to accept, without leaving the movement, return, on the appointment of forensic, legal requirements)
* make requests to other states and public authorities to clarify the issues necessary for the proceedings
* The study received the judge claims, applications, complaints and making suggestions for their consideration

**Women Entrepreneurs Support Associations,** Kyrgyz Republic

**01/2012 to 04/2012**

***ASSISTANT OF THE UN WOMEN PROJECT***

* Ensures effective office functioning by maintaining a proper filling system, office records and reference files on various subjects, policy, confidential and general files which allow easy retrieval of files and records.
* Assists in the procurement of office equipment, supplies and services. Ensure a stock of office suppliers (stationeries), and ensures that maintenance services are provided on time. Maintains up to date inventory records.
* Prepares draft minutes of staff meetings, communicating them to the participants, receiving their feedback and finalizing the minutes upon entering the amendments and comments proposed.

**Public Foundation «Law Clinic «Adilet»,** Kyrgyz Republic

**10/2009 to 05/2010**

***LAWYER ASSISTANT on affairs of refugees***

* Logging when interviewing refugees
* Administrative assisting at a field training sessions
* Draft legal documents (contracts, requests, claims, complaints) on behalf of the lawyer is leaving the state and judicial bodies, local self-government, outside organizations to solve simple legal matters (preparation and receipt of documents, obtaining clarification, carrying out other legal actions).
* Record keeping of legal documentation.
* Perform other assignments assigned by the General Counsel

**Representation of the South Korean Institute in KR / “Sedjong” Ltd.,** Kyrgyz Republic 06/2008 to 08/2009

***OFFICE MANAGER***

* Provide company document: incoming and outgoing correspondence, registration, recording, storage, archiving, Maintenance of the database.
* Preparation of letters, requests and other documents relating to the company.
* Administrative assisting in the preparation of meetings (logistics, alert members about the time and venue, agenda).
* Organization of business trips: booking tickets, booking hotel.
* Organization of office software, office supplies and other consumables necessary for office work. Organize their acceptance, registration, storage and delivery.

**Education**

2011-2012 Kyrgyz-Russian Slavic University. PG Diploma

Qualification: Financial Manager

2005-2011 Kyrgyz-Russian Slavic University. PG Diploma

Qualification: ***Lawyer***

2011-2012 Kyrgyz-Russian Slavic University. Certificate

Courses on Basics of Business Administration, Business planning,

Staff Management: Successful Negotiations, Business Communication, Presentations

2011-2012 Program of “British Expertise” on HASSP management. Certificate

June 2012 East European Gestalt Institute. Certificate

Post graduate training on “Managing change in organizations.

Gestalt approach”