***Zhandos Kossakbay*** **

*4-190 Sauran str.*

*Astana, 010000*

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**EXPERIENCE**

Department of Licensing and export control of the Committee of industrial development and industrial safety of the Ministry of investment and development of the Republic of Kazakhstan,

Astana

**Expert of the Department of licensing and export control, February 2014 - Present**

issuance of authorisation documents such as licenses and conclusions for the import and export of dual use items and products which are subject to export control, end-user certificates, permission for the transit of goods, etc.

Bar Association of Akkol city, Akmola region

**Trainee lawer, May 2013 – February 2014**

preparation of written legal documents, pleadings, motions, appeals, etc.

LLP «Jakko», Petropavl city

**Manager – Consultant, July 2012 – March 2013**

searching and negotiating with buyers, the organization of gathering of information on the demand for products, the promotion of products on the market, the performance of all assignments of the director, etc.

LLP «Khan Shatyr», Astana

**Specialist of the rental Dept., April 2011 – June 2011**

organization of work with tenants, a noticing and informing tenantsand issuing accounting documents, letters, etc.

Individual enterprise in the field of Internet services, Akkol city, Akmola region

**«SP KOSSAKBAY», March 2003 – January 2014**

Private enterprisein the field of storage and sale of timber. Akkol city, Akmola region

**«SP KOSSAKBAY», July 2000 – March 2003**

control of harvesting process of timber, and transportation by railway wagons to the Southern Kazakhstan region and implementation.

**EDUCATION**

Jun. 2012

**L. N. Gumilyov Eurasian National University,** Astana

LL.M. (Masters degree in Law)

Jun. 2010

**Abilay Khan Kazakh University of International relations and world languages**

Bachelor of International law (Bachelors degree in International law)

Jul. 1999

**Turkistan Kazakh – Turkish lyceum,** Turkistan city

**KNOWLEDGE OF LANGUAGES**

Kazakh language (mother tongue), English – fluent, Turkish – fluent, Russian – fluent

**COMPUTER SKILLS**

Windows Microsoft Office: Word, Power Point, Excel. Work with all types of office equipment . Knowledge of Internet.

**HOBBIES**

Car repairment, different computer programs, the Internet, collecting post stamps.

**PERSONAL SKILLS**

The skills of personnel management at a good level . Good ability to find common language with people and pick up the approach to the transaction. Accuracy and attention to financial details. Legal literacy . Punctuality.