Zhalgasbayeva Zhadyra Toremuratkyzy
3 area- 98
Kulsary, Kazakhstan

Date of birth: September 17, 1992
Cellular phone: 8(775)374-74-64

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| **OBJECTIVE:** |  Develop myself in a different aspect to become a professional of any specialty to increase rating of company that I will work for. |
| **EXPECTED POSITION:** | * Completion Assistant;
* Completion Specialist;
* QA/QC Inspector;
* Procurement Specialist;
* Contract Specialist
 |
| **EDUCATION:** | * 2007-2010 Aktobe Technical College

 Specialty: Legal specialist Discipline: Jurisprudence* 2013-2017 Almaty Kazakh National Educational University (Continue)

 Specialty: Legal specialist Discipline: Economy and Law |
| **Additionally:** | * Driving license category “B”
 |
| **LANGUAGES:** | * Kazakh –native
* English – fluent
* Russian – fluent
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| **COMPUTER SKILLS:** | * MS Word, MS Excel, MS Outlook, Internet
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E-mail: torekyzy@gmail.com

 

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| **WORK EXPERIENCE:** | * Department of Control and Information Protection“Ideal Market” LLP
* Specialist clerk

The prosecutor's office of the Zhylyoi region*Reception and registration of correspondence,  record keeping of ongoing and outgoing correspondence Preparation and retirement of records provided by documentation management ‘ Inventory of records placing to the archive. Performance of other activities assigned by direct supervisor** QA / QC completion assistant

“Senimdi Kurylys” LLP•*Check sheets, acts of QC department inspectors’ acceptance and their registration* *• Check sheets control, exactly the check sheets revision, filling titles according to the matrix and CMS data, content and data accuracy checking. CMS new check sheets duplication checking, contractor’s signature accuracy checking, drawings and their coding accuracy revision.* *•ТСО representatives’ signatures collecting**•Proper scanning and preservation, according to the working pack and tags number**•Controlling and grading necessary received-accepted documentation of all discipline works according to the procedure**•Assisting in clarifying issues about correct grade of the received-accepted documentation* *•To release requirements of the received-accepted documentation by working packs or systems/subsystems**•Preparation of documentation packs for transferring to ТСО* |
| **PERSONAL QUALITIES** | Sociability, purposefulness, punctuality, advertency,  diligence |