

## PERSONAL INFORMATION

KHAMIDULLA ZIYOEV

Flat 00, Home 00, Feruza Str, Mirzo Ulugbek district, Tashkent city Uzbekistan

+998990000000

## Photo

xxxxx@mail.ru

[www.facebook.com/mmmm](http://www.facebook.com/mmmm)

Gender: Male | Date of birth: 04/ January / 1994 | Nationality: Uzbek

## WORK EXPERIENCE

From 2012 to 2016

**“ZIYO STUDY” nongovernmental educational centre.**

69 Navoi Str. Shaykhontohur district, Tashkent

E-mail: [ziyostudy@gmail.com](mailto:ziyostudy@gmail.com) | Website: [www.ziyostudy.uz](http://www.ziyostudy.uz)

- Business manager and coordinator of the educational process (Founder and CEO)

From June to October 2016

**“Electronic Government” system development Centre (Government organization)**

30, Oybek street, Tashkent, 100015, Uzbekistan

E-mail: [info@egov.uz](mailto:info@egov.uz) | Website: <https://egovernment.uz/en/>

- 1<sup>st</sup> class specialist (lawyer).

Functions:

- reengineering of business processes;
- Answering official letters;
- Work with government bodies and organizations;
- and others.

From October 2016 to  
February 5 2017**“Business Legal Advisers” Attorney office (Artel Company Law Department)**

83, Beruni Str, Almazar district, Tashkent city

Email: [info@artelgroup.org](mailto:info@artelgroup.org) | Website: <http://gilde.uz>

Assistant Lawyer

Functions:

- Full legal support at all stages of the enterprise.
- Participation in negotiations with local authorities, supervisory authorities.
- Independent drawing up, checking and coordination at all necessary stages of contracts, letters, other documents.
- Interaction with employees of other departments to check compliance with the requirements of the law: the availability of all necessary permits and accompanying documents.
- Writing analytical reports on issues arising in the course of the enterprise.
- Development and analysis of legal interaction schemes related to the specifics of the company's activities.
- Executing orders of the company's management and its immediate supervisor
- Drawing up of statements of claim and representation of interests of clients in courts.

From September 2017 to present

**“Legal Innovations Centre” LLC**

15, Istiqbol, Yashnabad district, Tashkent city

Email: [info@yuridik.uz](mailto:info@yuridik.uz) | Websites: <https://yuridik.uz> <http://notary.uz/> <http://grantlar.uz>

Founder and CEO

## EDUCATION AND TRAINING

From 2012 to 2016

**a student of Tashkent State law university**100047, Sayilgokh str. 35, Tashkent / Uzbekistan Website: [www.tsul.uz](http://www.tsul.uz)

From 2009 to 2012

**Academic lyceum under the World Economy and Diplomacy**

Zulfiyakhonim str. Shaykhontohur district, Tashkent / Uzbekistan

From 2005 to 2009

**The specialized Educational Secondary school No. 13 of Yakkabag District of Kashkadarya Region**

Yakkabag district, Kashkadarya region/ Uzbekistan

## PERSONAL SKILLS

Mother tongue(s)	Uzbek				
Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	C1
	IELTS Test Report form. B2				
German	A1	A1	A1	A1	A1
	A1. Goethe institute in Tashkent				
Russian	C1	C1	B1	B1	B1

- Organisational / managerial skills**
- leadership
  - Accurately working with documents (I'm a lawyer so I work with documents every day )
  - Experience of working with employers ( We serve more than 50 companies in Artel Group)
  - Previous experience of developing information products on legislation (I have experience in “Electronic Government” system development Centre )
- Job-related skills**
- good command of quality control processes and writing official documents. ( After my job and study I work as personal assistant of lawyer.
- Computer skills**
- good command of Microsoft Office™tools
  - MS Excel
  - Adobe Photoshop
  - MS Power point
  - MS Access
- Other skills and interests**
- carpentry
  - journalism (blogger)
- Driving licence**
- B (AC 482899) - amateur driver
- Military rank**
- reserve officer (lieutenant)

## ADDITIONAL INFORMATION

- Memberships**
- National library of Uzbekistan
  - the Chamber of Lawyers of the Republic of Uzbekistan

I confirm that all information supplied above is correct and accurate. I agree that any false information provided may lead to cancellation of application

04.05.2017

Khamidulla Ziyoev