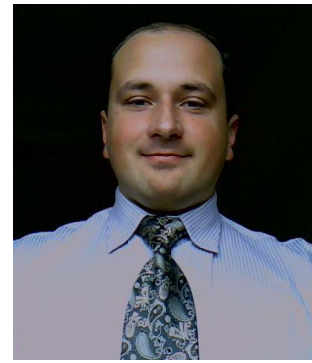


RESUME

Name: Kirill Grigoryev
Address: Minsk, Slobodsky drive 8, Apt.70
Tel: city (017) 201 88 58, cel. (044) 737 66 24
Date of birth: April 11, 1983
Age: 27
Marital status: single
Nationality: Belarusian



Purpose of application

Obtaining of the position of lawyer with specialization in international and commercial law

Previous employment

09/03/2010 – 27/10/2010 **Group of companies “SLAV”, Minsk, Liberty Square 23**

Deputy director-general of the Group of companies, concurrently legal advisor of the Group of companies

Legal duties: elaboration of terms, signing and control of fulfillment of external economic contracts (procurement contracts, diagnostics, complex procurement contracts for equipment and machinery with following chief-engineering), contracts of carriage, labour contracts, works contracts; bank documentation; commercial, customs, tender documents; financial and tax planning. 5 subordinates.

Samples of contracts: contract with Polymir for fulfillment of design works on reconstruction of treating facilities (concordance of terms, elaboration of difficulties proceedings, control fulfillment of the signed contract at the stages, due to change of the project statement elaborated agreement of cancellation of the contract, elaboration of statements).

03/08/2009 – 19/02/2010 **Group of companies «EKOtrade», Minsk, Fogel Str.7**

Specialist for external economic relations

Legal duties: elaboration, concordance of terms with counteragents and bank, signing of international procurement contracts – import/export (counteragents from the USA, India, China, Germany, Spain, Poland, the Ukraine, Russia, Baltic region), elaboration of difficulties proceedings, bank documentation, contracts of carriage, commercial and customs documentation, package of documentation for state hygienic registration, reclamations with the suppliers, claims work.

03/12/2007 – 16/05/2009. **International transport logistics holding “BELSYS” (Minsk, Bialystok, Alma-Ata, Samara, Riga)**

Specialist for international transportations (Minsk; Bialystok)

Legal duties: elaboration, concordance of terms of international multimodal cargo carriage contracts with counteragents (according to Belarusian, Polish and European law), international contracts with carriers (European railways (PKP, Austria, Germany, Italy), railways of BR, RZD, KZH, Abkhazia, Georgia; road transporters, reloading and customs terminals, customs agents), transportation and commercial, customs documentation.

Education

2001-2006. **EE of Belarusian Trade Union Federation “International Institute of Labor and Social Relations”**

International lawyer with knowledge of foreign languages (English, Spanish)

Specialization: International commercial law: main and concomitant transactions (international procurement and provision contracts, leasing, factoring, transport, international monetary and financial settlements and operations etc.), international legal regulation, procedures of commercial and external economic activities and their regulation in accordance with Belarusian, CIS, EU and Anglo-Saxon legal systems; information support of external economic activity, consultations; claims works; business relations and international economic relations; business English, Spanish, business correspondence, negotiations (including negotiations via telephone), commercial and legal documentation; civil law and process; international private law; international arbitration and disputes settlement; translation and interpretation from/to English, Spanish.

09.2006 – 02.2008. **SEE «Academy of Postgraduate Education”**

Specialist for public relations / PR

Courses

09.2006 – 05.2007. **Associazione Italiana di Logistica e di Supply Chain Management («AIILOG»).**

EU Certificate «Master AIILOG». Logistics and supply chain management expert.

09.2009 – 06.2010. **Minsk State Linguistic University.** Special faculty for senior management. Courses of English and Spanish.

Skills and Interests

- Experienced PC user (Windows, Linux; applied programs for graphics, picture, sound, web-design)
- Drivers license **B**, driving experience 4 years
- Literature, music, history, foreign languages and translations, memoirs, psychology, jurisprudence, international relations, government
- Printing speed – 350-400 signs per minute

Foreign Languages

English – Upper Intermediate, business English, translation, interpretation

Español – suficiente, traducción, interpretación, de negocios

Polski – bd, rozmawiam, tłumaczę