

ZIOLAKHON RASHIDOVA



CONTACT INFORMATION

- ✉ zilolarashidova@mail.ru
- 🏠 Swansea, United Kingdom
- 📞 +9997 470-76-11
- 📅 Sep 1, 1998
- 🌐 Uzbek

SKILLS

- Legal research
- Microsoft Office 365
- Client management
- Analytical thinking
- Problem-Solving
- Communication
- Team leadership

LANGUAGES

- English | Advanced
- Russian | Advanced
- Uzbek | Native

OBJECTIVE

Experienced Legal Assistant with over 2 years experience of managing legal administrative tasks, document writing, and other essential law firm necessities. Specializing in real estate law and possessing an exceptional talent for organization and client satisfaction.

EXPERIENCE

PARALEGAL

Minerva World of knowledge (MJ Developers) . Tashkent, Uzbekistan
| Dec 2021 - Sep 2022

- Assisting in writing memorandum on inconsistencies in concluded EPAs in accordance with the legislation of RUZ and possible solutions and recommendations
- Drafting letters to Government Authorities/Contractors
- EPA/EPC contracts drafting, revision
- Writing research notes
- Creating/amending internal documents
- Revising contracts for the provision of services
- Assisting in translating the documents

LEGAL INTERN

Centil Law Firm . Tashkent, Uzbekistan | Feb 2020 - Oct 2020

Corporate and M&A

- Assisting in writing memorandums, clients reply on matters concerning the Uzbek Law
- Assisting in creation of COVID-19: Memo for entrepreneurs in Uzbekistan
- Brief overview on liquidation, bankruptcy, investment agreements
- Table on the critical analysis of critical features of LLCs and JSCs
- Assisting in creation of Employees handbook
- Assisting in translating the documents
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- Co-organizing event for Hell week participants (the competition for getting internship opportunity in Centil)

Banking and Finance

- Assisting in drafting Due Diligence reports for the clients
- Assisting in updating the AWG Cape Town Convention Compliance Index
- Assisting in updating the Coinbase Crypto-Exchange Regulatory Project
- Assisting in replying for follow up questions regarding the Uzbek Banking Law for clients
- Assisted in drafting Legal Opinions
- Drafting the brief overview on CBU regulations

SHIFT MANAGER ASSISTANT

Mirage Restaurant . Boston, Massachusetts | Apr 2019 - Aug 2019

- Ensuring the quality control of meal and, receiving the goods and reporting about their condition and quality
- Managing events and responsible for customer requirements compliance.
- Recommending financial actions by analyzing accounting options.
- Assisting in meal preparation.

FOUNDATION STUDENTS FACILITATOR

WIUT Students Union, . Tashkent, Uzbekistan | Sep 2019 - Sep 2019

- Introduced freshmen students the main policies and regulations within the university.
- Co-organizer of various events.

ENGLISH TUTOR

Mega School Students Learning center. Tashkent, Uzbekistan
| May 2018 - Apr 2019

- Working on Managers position
- Preparing the students for IELTS exam
- Teaching General English for students
- Organizing Kids groups, assisting in program implementation

VOLUNTEER

O'zbekiston Yoshlar Ittifoqi . Tashkent, Uzbekistan | May 2018 - May 2018

- Volunteering in mentoring youth compatriots arrived from different countries to recall warm feelings towards Uzbekistan.
- Managing the groups and guiding through the main historical landmarks.
- Assisting in holding various events

EDUCATION

LLM IN INTERNATIONAL COMMERCIAL AND MARITIME LAW

Swansea University . Swansea, United Kingdom | Sep 2022 - Present

Master's Degree

COMMERCIAL LAW

Westminster International University in Tashkent (WIUT).

Tashkent, Uzbekistan | Sep 2017 - Jun 2021

Bachelor's Degree

ENGLISH COURSE

ESL Boston (Downtown Business School). Boston, Massachusetts
| Jun 2019 - Aug 2019

(Enhancing writing and reading skills in language implementation)

HARD SCIENCE

Academic lyceum under Tashkent Pediatric Medical Institute (AL of TashPMI) September.

Tashkent, Uzbekistan | Sep 2014 - Jun 2017