**Dinara Kalimova**
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**Optional Personal Information**
Date of Birth: 27/06/1988
Place of Birth: The Russian Federation, Omsk city
Citizenship: Kazakhstan
Visa Status: no visa
Gender
Marital Status: Single

**Employment History**

***24/08/2010 – 10/08/2012***

Ministry of state-legal development of the Omsk region, the Department of the legal activities of the Staff of magistrates - court clerk

Responsibilities:

• Preparation of civil, administrative cases for the court hearing
• Notification of persons involved in the case
• Logging
• Preparation of requests to government agencies, commercial organizations
• Development of a draft decision, decision or ruling
• Reception and consultation of citizens
• Cooperation with the Police Department, bailiffs
• Authentication of documents submitted
• preparation of quarterly, semi-annual, annual report reviewed by a magistrate
civil, administrative and criminal cases

***07/12/2012 – 20/03/2014***

JSC “BTA Bank” – lawyer, Section Head of legal support of banking activities

Responsibilities:

- Protection of the rights and legitimate interests of the Company in the state, judicial and other authorities, commercial and non-profit organizations
- Preparation of official letters, petitions, responses to all kinds of requests
- Work with problem loans, claim-related work, as part of the enforcement proceedings
- Legal examination of contracts, credit files
- Legal support of banking activities and all kinds of banking operations and other

***26/03/2014 – for now***

JSC “ForteBank” – lawyer

Responsibilities:

- Legal support of the Bank's branches
- Supervising and training lawyers of the Bank branches
- Development of internal regulations of the Bank
- Development, coordination of the financing contract, civil contracts, civil-administrative and economic agreements
- Representing the interests of the Bank in government and other commercial and non-profit organizations
- Legal advice Bank staff

**Education**

1995 – 2005 Secondary School #113 (Russia, Omsk)
2005 – 2010 Omsk State University, Law faculty
2014 - Seminar on the application of the banking legislation of the Republic of Kazakhstan (Astana, Kazakhstan)

**Professional Qualifications**
Certificate LLP “White & Case” – application of the banking legislation of the Republic of Kazakhstan.

**Computer Skills**

**Internet, Microsoft, Outlook, Lotus Notes 8.5.3.**

**Interests**

**Art, Music, Photography, Interior design, Travel**