

RUSANA KAVTARADZE



T: +971 52 7037308
E: ahhil8687@gmail.com
DOB: 29/04/1986
Marital status: Single
Nationality: Russian

UAE driving license with own vehicle is available

SKILLS SUMMARY

- ❖ Microsoft Office including Access
- ❖ Web Browsing
- ❖ Staff and User Training Process Improvement
- ❖ Understanding legal terminology and documentation
- ❖ Critical thinking
- ❖ Process improvement

OTHER SKILLS

Languages:

- ❖ Russian - Mother Tongue
- ❖ Tatar – Advanced Level
- ❖ English - Advanced Level
- ❖ French-Basic Level

HOBBIES

- ❖ Psychological books
- ❖ Singing
- ❖ Swimming
- ❖ Hiking

REFERENCES

MBH Advocates and Legal Consultants
Yilia Perepelyak-lawyer
T: +971527468684
E: perepelyak@mbhadvocates.com

EDUCATION

- Russian State Academy of Justice. Moscow, Russia.
2007-2011

Bachelor of law

- Tula State University, Tula, Russia

2022-2025

Master of laws

Nadia training institute. Dubai, UAE

Certificated as an Executive Personal Assistant

Barbri legal English course

2018-2018

03.2018-Cybersecurity conference

01.2019-International Conference on Employment and labor law

WORK EXPERIENCE

Coordinator

Adnoc HQ oil and gas company. Abu Dhabi, UAE

09.2019-present

- monitor and handle guest and employees complains by following the instant pacification procedure
- recruitment, training and performance tracking management of staff, including daily briefings and monthly meetings.
- overseeing particular tasks related to the events: CEO roundtable meetings, integrated industrial partnership meeting and etc.,
- collect and analyze team data
- support team in any kind work-related issues
- manage the facility needs/purchasing/ coordinate with suppliers, manage quotations, invoices, negotiations, and conduct research
- Implementing new procedures & administrative systems and improving the existing ones, produce and deliver PowerPoint presentations as required
- typing, preparing and assembling reports managing calendars, responding to correspondences.
- Leading, monitoring, motivating, and inspiring the team; providing guidance and support.

Legal assistant /Legal counsel

MBH Advocates and Legal Consultants. Dubai, UAE

11.2016-.08.2019

- manage information flow in a timely accurate manner, schedule, meetings.
- organizing spreadsheets for bills to track payments and due dates

Adnoc HQ
Alya Al Suwaidi-senior officer VS and
Booking dep.
T: +971507118116
E: aasuwaidi@adnoc.ae

Adnoc HQ
Maha Al Hosani-senior specialist VS
and Booking dep. (acting head of
department)
T: +971562220159
E: mabdulla.alhosani@adnoc.ae

- provide counsels to clients in a variety of legal topics (labor law, partnerships, family law etc)
- monitoring legal volumes to make certain that law library as up- to- date
- locate and develop case relevant information
- draft review & negotiate legal documents and letters, requests, complains, commercial agreements, contracts and amendments
- manage, organize, and maintain documents in paper or electronic filing systems
- provide administrative assistance, such as maintaining the attorney's calendar and making travel arrangements
- cooperation with consulates of Azerbaijan, Russia, Ukraine, Tajikistan and Kyrgyzstan

Executive administrative assistant, Dubai, UAE
Movenpick hotel group, Dubai, UAE

06.2016-11.2016

Lawyer
Caesar law firm. Kazan, Russia
10.2013-01.2016