



REGINA NURTDINOVA

CONTACT

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PROFILE

Excellent negotiator and communicator - quickly establish rapport, build credibility and cultivate lasting relationships. Ability to deliver exceptional results by identifying and qualifying potential opportunities / leads and offering customers the right product through customized solutions. A quick learner who can quickly absorb new situations and can communicate clearly and effectively.

KEY SKILLS

- ✓ Communication Skills
- ✓ Organizational Development
- ✓ Training & Development
- ✓ Human Resource Functions
- ✓ Business Development
- ✓ Administration
- ✓ Business
- ✓ Documentation |
- ✓ Presentation Skills
- ✓ Strong Business Networking

PROFESSIONAL EXPERIENCE

University of Dubai, Dubai, UAE

Internship Program: Human Resources Management

September 2019-January 2020

- Planning Recruiting & Selection
- Talent Management – Performance Management;
- Talent Management – Training & Development
- UAE Employment Law and Legal Aspects
- Organization Development
- Strategic Compensation & Employee Benefits
- Employment Relations & Risk Management

Company: Azadea Group, Dubai, UAE

Sunglasshut Boutique Sales Consultant/Stock controller

May 2018- January 2020

- Implement new customer service strategies successfully, increasing customer satisfaction and improving customer service rating
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- Maintain daily record of all transactions and generate reports for store manager.
- Write order supply requests to replenish merchandise
- Meet with suppliers, effectively communicate regarding product - answer incoming calls, resolve issues with customers and accounting departments
- Write emails, correspondence memos, letters and forms

Company: Azadea Group, Dubai, UAE

Bershka Store –Sales Associate/Cashier

July 2014 –April 2018

- Provide exceptional customer service by performing up-selling, cross-selling, suggesting alternatives and following up on customers' requests
- Open and close the registers, monitoring cash limits and ensuring quality customer service at all times
- Operate POS cash register and count money in cash drawers
- Maintain thorough knowledge of store merchandise
- Calculate total payments received during a time period reconcile this with total sales
- Compiled and organized inventory reports and employees' records

EDUCATION

HRM – PROFESIONAL DIPLOMA

University of Dubai (Duration -4 months)
Graduated - December 2019

LLB (QUALIFIED LAWYER)

Bashkir State University- Ufa, Russia
Graduated - 2013

Bachelor in Economics and Law

Bashkir Economic and Law College -
UFA, Russia
Graduated - 2007

SOFTWARE

Microsoft Office
Outlook

PERSONAL INFORMATION

Nationality: Russian
Marital status: Single
UAE driving License

- Monitor process of financial reports.

Company: Pension Fund of Russia

Designation: Leading Specialist

December 2012 –June 2014

- Except from the clients the applications and contracts for payments of the funded part of the pension, register and process a Mandatory Pension Insurance (MPI)
- Handle Cooperation Agreements in the field of distribution of Pension related services with individuals and legal entities
- Handle personal records of the clients
- Check and register the reports
- Work with 1C program (1C is a special software used in accounting)

Company: Federal Tax Service of Russia (No. 23)

Designation: Tax Legal Advisor

January 2007 –November 2012

- Providing accurate, timely and effective legal advice to clients.
- Studying police reports, interview transcripts, medical records and other facts to make a case for the plaintiff.
- Advising colleagues on all legal matters, suggesting courses of action.
- Researching precedents in law libraries and then using the finding to provide a defense for their clients and support their cases in court.
- Presenting evidence in court to support clients in legal proceedings.
- Giving oral arguments in a court of law.
- Shaping a client's expectations on what can be realistically achieved.
- Advising clients on their legal rights and obligations.
- Looking for evidence that will back up clients' case.
- Appearing before legislative and regulatory bodies or government agencies.
- Negotiating with other barristers, solicitors, legal executives and their clients.
- Acting as an intermediary between barristers and clients.
- Interpreting and explaining the law clearly to both individual and business clients.
- Constantly monitoring national and state legislation.
- Advising businesses on the impact, interpretation and implementation of new policies and legislation.