

PERSONAL INFORMATION

Arslan Ashirov



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Sex Male | Date of birth 20/05/1982 | Nationality Turkmen

WORK EXPERIENCE

11/2012–Present

Chief of Administrative and Legal Affairs

«IPS Motors» Company, Ashgabat (Turkmenistan)

* Develop and prepare all regulations, domestic and international documents

*Represent the company in legal matters

*Protect the interests of the company in the courts and in the government.

*Analyse Legal field of Turkmenistan for the company and consult to reduce the legal risk for the company.

*Prepare all HR documentations.

01/2015–01/2016

Corporate lawyer

Branch «CNPC Sychuan Petroleum », Ashgabat (Turkmenistan)

*Develop and prepare all the local regulations, domestic and international contracts

*Represent the company in legal matters

*Protect the interests of the company in courts and public bodies

*Analyse the legal framework of Turkmenistan for the company and the provide advice to reduce the legal risks for the company.

06/2011–11/2012

Lawyer

Ministry of Textile industry of Turkmenistan, Ashgabat (Turkmenistan)

*Develop and prepare all regulations, checking for compliance of the orders of the Minister with the laws

*Review and verify International and domestic contracts.

*Register factories of the Ministry of Textile industry of Turkmenistan at Chamber of Registration.

*Represent the Ministry in the courts considering the complaints of workers of factories.

*Consult workers, customers about rights and obligations.

09/2007–06/2009

Lawyer assistant

Legal advice №2 under the Ministry of Justice of Kyrgyzstan, Osh (Kyrgyzstan)

Counseling clients to protect the interests of clients in courts

EDUCATION AND TRAINING

2005–2009

Diploma in Jurisprudence

Osh State Law Institute, Osh (Kyrgyzstan)

EQF level 6

2007–2008

Certificate in Civil law and process

Human Rights and Democracy Center, Osh (Kyrgyzstan)

2007–2007 **Certificate of The National Course on International Humanitarian Law**

International Committee of the Red Crescent, Osh (Kyrgyzstan)

PERSONAL SKILLS

Mother tongue(s) Turkmen

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Russian	C2	C2	C2	C2	C2
English	B2	B2	B2	B2	B2
Turkish	B2	B2	B2	B2	B2
Kirghiz	B2	B2	B2	B2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- *Excellent written and verbal communication skills.
- *Confident, articulate, and professional speaking abilities (and experience)
- *Empathic listener and persuasive speaker.
- *Writing creative or factual.
- *Speaking in public, to groups, or via electronic media.
- *Excellent presentation and negotiation skills

Organisational / managerial skills

Good ability of Problem Solving & Delegating responsibilities
 Competent at Giving & Receiving Feedback.
 Experienced in Conflict Resolution
 Excellent at analyzing team strengths and leveraging individual assets

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user		Independent user	Proficient user

Digital skills - Self-assessment grid