To: Proxima Capital Group

30 October 2018

**Re: Senior Corporate & M&A Lawyer Position**

Dear Potential Employer,

I am writing to express my interest in the position of Senior Corporate & M&A Lawyer with Proxima Capital Group, as announced recently on HH.ru.

I am a highly organized and motivated lawyer having over 11 years of experience in the area of investments. In the period 2007-2018 I worked as a corporate lawyer for MERIDIAN CAPITAL, an international private equity investment fund. In this role, I provided a full-scale legal support to the company in its multinational projects with the main focus on the corporate, contract and antimonopoly law areas. I have a sufficient experience in legal documenting and execution of M&A and raising funds related transactions, and I also dealt with a variety of issues arising from investment activities. My strong and positive communication skills (both written and oral) enable to set up new and maintain existing business contacts effectively.

I am able and eager to meet the objectives, priorities and workloads of the legal department and would like to develop my expertise at the company with high-profile projects and stimulating work system. I believe that my background, education and interpersonal skills will serve to contribute to the progress of your business and enable me to become a valuable member of your team.

I am attaching my resume for your review, and I would appreciate the opportunity to meet you and discuss your interests and my qualifications in more detail.

Please feel free to contact me any time at your convenience on my phone: +7 (903) 968-1050 or via e-mail: larissakariagina@mail.ru.

Thank you for your time and consideration.

Sincerely yours,

Larissa Kariagina

Attachment – 2 pages

**RESUME**

**Larissa V. Kariagina**

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| **Personal Details:**  Name:  Address:  Phone numbers:  E-mail: | Larissa Victorovna Kariagina  Apt. 25, bldg.1, 7 Michurinsky Prospect, Moscow, 119192 Russia  8-903-968-1050 (mobile)  [larissakariagina@mail.ru](mailto:larissakariagina@mail.ru) |
| **Education:**  2004-2008  2002  1992  Languages: | Diploma of Civil Law, Law Faculty, Moscow State University (MGU), Diploma with honours  Course of Legal English, Pericles Law Center in Moscow  Diploma of International Economics with a proficiency in a foreign language (English), Moscow State University of International Relations (MGIMO)  English – fluent (spoken, written)  Russian- native |
| **Employment Experience:**  May 2007 - August 2018  September 2006-April 2007  July 1998- November 2002  1992-1998 | Meridian Capital Group (Meridian FSU Ltd., Mullenorm Estates Ltd.), Legal Department, Legal Counsel  Address: 10, Block C, Presnenskaya Naberezhnaya, Moscow  Responsibilities:   * performed contractual work (draft, revise, translate and negotiate various legal documents governed by Russian law, English law); * provided legal support on M&A transactions (procured assembling and structuring of the data rooms, completion arrangements); * documented external and internal financing to the projects (prepared financial and security instruments for transactions), procured completion of KYC procedure, FATCA requirements); * provided legal support for the participation in the auctions conducted by the Federal Agency for State Property Management in the course of privatization; * conducted legal research, interpret laws and regulations for business of the Company; * ensured the compliance with the requirements of antimonopoly law of Russia in the course of realization of key projects of the Company; * prepared internal governance policies of the Moscow Branch; * conducted corporate restructuring of the group; * dealt with complex matters with multiple stakeholders involved; * set up corporate structures in Russia and coordinate corporate structures in offshore jurisdictions; * organized and performed the accreditation of the Moscow-based Branch of the Company, liaised with the state bodies in respect of the above matter; * communicated with external parties (legal and fiscal experts and project companies’ administrators), created relations of confidence with counterparties; * maintained sufficient knowledge of applicable laws and legislation update; * provided legal support on any issues relating to the activities of the Company and Branch on a day-to-day basis.   Rostamgroup LLC  Legal Department, Legal Assistant  Credit Suisse First Boston AO  Legal & Compliance Department, Legal Secretary  5, Nikitsky Pereulok, Moscow, Russia  Coudert Brothers LLP (International law firm, Moscow office)  Executive Assistant to Managing Partner |
| **Skills:** | Concise and clear legal writing and speaking.  Proficient in Microsoft Word, Garant & Consultant Plus database, Outlook, Excel |
| **Personal Data:** | Organized, hard-working, quick learning, eager to develop new areas of professional and personal knowledge.  Ability to establish and maintain positive working relationships.  Enjoy literature, history and sports. |