

Kemal Bashimov

magentaLinkedIn

magentaPortfolio

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Address: Katowice, 40-002 Silesia, PL

Birthdate: 15.12.1996

Citizenship: Turkmenistan

EXPERIENCE

- **Hotel La Villa**
Front Desk Clerk
Istanbul, Turkiye
Aug 2021 - May 2022
Manager - Eda Ozsen (contact: +90 212 256 5626)
 - Utilized OPERA PMS to check-in and check-out guests, as well as manage reservations and invoices.
 - Responded to guest inquiries and concerns, providing excellent customer service.
 - Maintained a clean and organized front desk area, ensuring a professional and welcoming environment for guests.
 - Collaborated with other hotel departments, including housekeeping and maintenance, to ensure seamless guest experiences.
- **OJSC VitebskLift**
Legal Assistant
Vitebsk, Belarus
Jan 2021 - May 2021
Supervisor - Golubeva Tatyana Gennadievna (contact: +8 0212 67-72-93)
 - Conducted legal research to support my supervisor in legal proceedings
 - Providing administrative support such as answering phones, responding to emails, and ordering office supplies
 - Preparing and sending legal correspondence to clients and opposing counsel
 - Drafting legal documents such as briefs, pleadings, contracts, and agreements
 - Proofreading and editing legal documents for accuracy and completeness
- **Belarusian State Agricultural Academy**
Legal - Intern
Horki, Belarus
Jan 2019 - May 2019
 - Interpreted and relayed legal information in a clear format for clients under the supervision of my supervisor.
 - Supported efficient meetings by organizing spaces and materials, documenting discussions, and distributing meeting notes.
 - Maintained staff directory and company policy handbook for human resources department vendors.

EDUCATION

- **WSB University**
Master of Science - International Human Resources Management
Feb 2022 -present
- **Belarusian State Agricultural Academy**
Bachelor of Laws
Sep 2015 - July 2019
- **High School No:3**
Mary/Turkmenistan
Graduated - July, 2013

SKILLS

- IT Operations
- MS Office