

## Zakhar Grigoryan

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## Work experience

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2012  
Present

“Ameriabank” CJSC  
*Responsibilities: “Ameriabank” CJSC*  
*Lawyer/Administrative-Legal relations and Judicial Practice Department*

Yerevan, Armenia

### *Basic duties:*

- Review, processing and supervision over the processing of Client applications, claims and complaints,
- Representation of the Bank before the Financial Ombudsman, including drafting and filing applications, examination of requests, participation in hearings, as well as securing the coordination of the Bank representation process regarding the claims/complaints addressed to the Financial Ombudsman against the Bank,
- Cooperation with and Representation of the Bank in relations with the Judicial Acts Enforcement Agency in accordance with the allocated functions between the Bank Legal Department and the Bank Security Service,
- Drafting of legal claims and demands,
- Drafting of foreclosure (confiscation) notices, supervising the process of the Bank’s rights’ registration at the relevant bodies pursuant to such notices,
- Participation in discussions relating to Problematic Loans, suggestions of legal solutions and action plans for their return, securing the implementation of such action plans,
- Judicial and Administrative Representation of the Bank,
- Representation of Bank’s interests at administrative hearings,
- Implementation of works relating to Advocates’ official requests within the framework of the Administrative and Judicial procedures,
- Legal support of the Bank procurement process, including contract drafting, review, contract templates and standard forms drafting and revision
- Reporting and provision of updates to the Bank Credit Committee on the status of ongoing Problematic Loan cases,
- Full leading of bankruptcy/insolvency cases,

2011-2012	<p><b>“Ameriabank” CJSC</b>  <b><i>Responsibilities: “Ameriabank” CJSC</i></b>  <b><i>Junior Lawyer /Legal Service</i></b></p>	Yerevan, Armenia
	<i>Basic duties:</i>	
	<ul style="list-style-type: none"> <li>▪ Solving and processing of legal problems, proceedings, transactions and apposite document handling,</li> <li>▪ Support of the company’s management in legal issues,</li> <li>▪ Preparation and generalization of the corporate governance documentation,</li> <li>▪ Supervision of the realization of security normative documentation demands and prevention of the violations,</li> <li>▪ Examination, analysis and provision of legal opinion on the legal grounds for loan packages and security for the performances of loans, including but not limited pledges,</li> <li>▪ Participation in negotiations on reimbursement of problematic loans, suggesting and coming up with alternative solutions of disputes, partaking in negotiations on settlements of disputes arising out of administrative legal relations.</li> </ul>	
2010-2011	<p><b>“Ameriabank” CJSC</b>  <b><i>Responsibilities: “Ameriabank” CJSC</i></b>  <b><i>Technical support specialist (Clerk)/Legal Service</i></b></p>	Yerevan, Armenia
	<i>Basic duties:</i>	
	<ul style="list-style-type: none"> <li>▪ Proceeding with all registration processes in Bank, like notarial, registrations in real estate cadaster, in road police, in State Register of the Legal Entities etc.,</li> <li>▪ Creating and giving legal opinion on variety drafts of agreements /like loan, pledge, purchase and sale, procurement etc./,</li> <li>▪ Giving entry level legal opinions on retail and corporate loan cases,</li> <li>▪ Representation of the Bank before other state bodies and cooperation with such bodies,</li> <li>▪ Legal technical support of the pledged assets’ confiscation and foreclosure procedures, including support of out-of-court procedures, preparation of the rights registration documentation package, examination of registration grounds and obtaining necessary information for the aforesaid purposes.</li> </ul>	
2007-2009	<b>Military service</b>	Armavir, Armenia
	<p>The military service has been duly served. Soldiery rank – lieutenant (there are a number of medals for the differences in service). Served in staff and was reviewing related documents and orders.</p>	
2006-2007	<p><b>“ARDSHININVESTBANK” CJSC</b>  <b><i>Responsibilities: “ARDSHININVESTBANK” CJSC</i></b>  <b><i>Specialist/Assistance/Administration if the Bank` s Chairman</i></b></p>	Yerevan, Armenia
	<i>Basic duties:</i>	
	<ul style="list-style-type: none"> <li>▪ Working on internal legal and normative acts of company,</li> <li>▪ Assistance to administration, contractual base development,.</li> <li>▪ Translation of normative acts into Russian and English.</li> </ul>	
	<p>Gained in depth experience in arrangements of management of legal and normative activity and the document processing of company.</p>	

## **Education**

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**2002-2007**

*The Russian-Armenian (Slavonic) State University* Yerevan, Armenia  
*Department of Law*  
**LAW DIPLOMA**

The honors degree about higher education is received. Qualification – master of law in the field of criminal and procedural law (participate in industrial practice in legal department of the Municipal Duma Moscow).

**Main Subjects studied:** Civil law, Civil law-suit, Finance law, Commercial law, Corporate law, International law, Administrative law, Criminal law, Criminal law-suit, etc.

## **Additional courses**

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**2011**

*English language advanced training courses: fifth level,*  
*American university of Armenia, final mark 95% of 100%,*

**2013**

*Business English courses: B1.2 level*  
*IAB Centre, final mark 95% of 100%,*

**2014**

*Negotiation skills and science*  
*Yerevan Center for Excellence in Negotiation*

## **Languages**

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Armenian (native), Russian (native), English (read, write and communication).

## **Computer skills**

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Windows XP, MS Office XP, (Word, and Excel) Internet related programs.

## **Membership**

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Member of Chamber of advocates of RA (advocatory license N1568)

## **Personal information**

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Human skills, easy to communicate, ability to work in tense environment and under pressure, objective guided, devoted to self-development, having initiative. Provided ability to make timely and complex decisions.

## **Public activity**

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With 2004 till 2011 year founder and co-chairman of “Russian-Armenian Youth Unity” PO, now - it`s member.

2005 granted a certificate for active participation in the works on educating citizens on Constitutional Amendments within the frame of the Public Reception Office.