**Muataz**

**Dubai, Discovery Gardens**

**E:** **Muataz.152069@2freemail.com**

**Objective:**

A bright, talented and ambitious lawyer possessing a vast wealth of knowledge with a proven record of providing indispensable advice to clients and delivering positive outcomes to them. I am a quick learner who can quickly absorb new situations and can communicate clearly and effectively with both legal professionals and members of the public, constantly focused on resolving legal issues and always looking for ways to improve and evolve processes.

Presently, looking for a lawyer's position that provides a high level of job satisfaction and is also diverse and challenging

**Legal Competencies:**

* Good knowledge in all types of laws of civil, criminal, public, bankruptcy, corporate and administrative law.
* Knowledge to grasp complex areas of law rapidly and accurately.
* Understanding of contracts, government regulations……etc.
* Experience of supporting vulnerable clients.
* Knowledge of effective file management procedures.

**Personal Skills:**

* Ability to balance priorities and co-ordinate work effectively.
* Leadership skills.
* Self-motivated.
* Excellent analytical skills.
* An aptitude for figures.
* Can analyze large amounts of information.
* Strong communication skills with ability to deal with different levels and cultures.
* Good project management and team building skills.
* Service-oriented, initiative, can work under minimum supervision.
* High sense of responsibility and paying strong attention to details.
* Supportive, proactive with ability to work as solely or a team player.
* Confident and excellent negotiator.

**Work Experience:**

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| **Designation** | **Legal & Registration Executive**  |
| **Organization** | **Dubai Technology and Media Free Zone Authority (DTMFZA)** |
| **Date** | **March 2012 to Present** |

**Job Purpose:**

Tasked with providing general legal administrative which support organization and team, Involved in researching legal precedent and also keeping professional legal services to numerous clients

**Principal Accountabilities:**

* Reviewing & verifying the legal documentation required if are legally correct for Registering, De-registering (FZ-LLC companies Branches and freelances) and Share Transfer.
* Process & Initiate all De-registration, registry amendments and share transfer and ensure the same is in compliance with the process, procedures, laws, regulations and payments established by the Authority.
* Advice clients by De-registration & registration of companies procedures and requirements.
* Verify the documents needed for Change in Director’s of the Free Zone LLC and process the transaction if the documents are legally correct and complete it in line with the requirement.
* Attend all queries from legal firms and concerned departments
* Ensure adherence to the procedures and monitor implementation of regulatory and organization requirement.
* Verification of legal documents submitted by Legal consultants for compliance and control.
* Ensure all legalization/notarization follow the correct process.
* Dealing with all Business partners, Government Authorities e.g. Dubai Municipality, Dubai Customs, DED, Law Firms, legal Representatives and Auditors.
* Provide direction on compliance with Registration, De-registration and share transfer regulations and processes.
* Reviewing shareholders resolution, directors resolution and power of attorneys submitted by clients and their legal representative.
* Interpretation of laws, decrees and legislation.
* Reviewing contracts, Agreements and Courts orders & Judgments.
* Legal Translation for documents, Contracts, Agreements and Courts orders & Judgments.
* Giving Legal Advice to all Sections at Dubai Technology & Media Free Zone Authority to specify their right legal position.

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| **Designation** | **Legal Advisor** |
| **Organization** | **S.S Lootah Group, Dubai** |
| **Date** | **July 2010 to March 2013** |

**Job Purpose:**

Worked within a supportive team environment for a company that serviced an impressive client base which included big name brands and international businesses, Responsible for providing the very best legal advice and guidance to stockholders, clients and work colleagues

**Principal Accountabilities:**

* Handle with all various laws such as contract laws, criminal laws, civil laws, labour laws, commercial laws, etc., as needed.
* Legal translator in field related with my work as lawyer, legal advisor, legal executive, legal officer and legal researcher.
* Advising the company regarding to their legal positions, business transactions involving stockholders, internal affairs, officers, directors, and corporate relations
* Composing all the paperwork as required, for the company.
* Attending all rent committee sessions in case of any filed case against or filed by the group, also attending expert’s sessions and investigations sessions.
* Supervising and coordinating subordinate legal personnel’s activities.
* Interpreting rulings, laws, and regulations for businesses and individuals.
* Conferring with co-lawyers with specialist in field of lawsuit to set up and verify roots for legal proceedings to upgrade groups legal performance.
* Preparing business contracts, settling labor disputes, paying taxes and administering other legal matters.
* Put in place and manage an efficient internal organization, by developing policies and procedures on such subjects as: model contracts and other standardized documentation, filing, archives, powers of attorney, signature rights, assessment of legal performance.
* Ensure the proper implementation/ application of Group policies such as Competition Policy and the Code of Business Conduct.
* Manage the relationships with external lawyers, looking for the appropriate level of expertise and best cost / quality of service ratio for each file.
* Contributing to the strategic development of the businesses within the country’s legal environment.
* Identifying risks and taking the necessary action to mitigate such risks.
* Following up with Dubai International Arbitration Centre.
* Appears and following up with Dubai Rents Committee in all types of rents disputes between landlords and tenants filed from or against S.S LOOTAH Real Estate company

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| **Designation** | **Legal Advisor** |
| **Organization** | **Al Bawardi Advocates & Legal Consultants, Dubai** |
| **Date** | **August 2008 to July 2010** |

**Job Purpose:**

Worked with a busy Legal Firm and helping them with the many legal tasks that are needed to build a court case. Part of a big team of legal associates & partners covering a whole range of legal & administration tasks & advisory work

**Principal Accountabilities:**

* Serve as both Advocate and Advisor.
* As Advocate, I speak for the clients in Court by presenting supportive evidence.
* As Advisor, I provide counsel services to clients on their legal rights and obligations.
* Draft legal documentation where necessary and check for accuracy
* Preparing legal briefs, drafting memos, developing arguments, investigation, and testimony to prepare for case presentation.
* Filing cases; preparing relevant applications to the Courts and Public Prosecutions and following execution proceedings;
* Organizing documents; creating and maintaining pleadings indexes and filing pleadings with the Court;
* Prepare trial binders; and manage document-intensive files; serve as a liaison between the trial team and third parties such as witnesses, clients, vendors, experts and Courtroom personnel;
* Attending and handling experts' meetings; liaising with the different Governmental bodies and competent authorities;
* Carrying out In-House legal translation.
* Laws interpretations, apply laws to specific situations, and draft Law Articles.
* Liaise with lawyers, clients and colleagues regarding the legal process and documents.
* Preparing and registering Trademarks and Trademarks Infringement cases.
* Prepare documents in a professional manner.
* Represent the Firm at various Government Departments.
* Promote the Firm brand image and values through own appearance and behavior in order to maintains the Firm’s exceptional standard.
* Understand the market and keep abreast of Government regulations and new legislations.
* Maintain In-House Legal documentation.

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| **Designation** | **Lawyer** |
| **Organization** | ***Mohammed Ibrahim Adam (M.I.A) Advocates & Legal Consultants Office, Omdurman, Sudan*** |
| **Date** | **September 2003 to July 2008** |

**Job Purpose:**

Involved in practicing law by giving authoritative advice to clients and representing them at courts, also responsible for coming up with practical solutions to the needs of clients by having a thorough and commercial approach to legal matters

**Principal Accountabilities:**

* 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.
* Attending hearings at courts.
* 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.
* Getting to know clients and developing and maintaining relationships with them.
* Looking for evidence that will back up a client’s case.
* Researching precedents in law libraries and then using the finding to provide a defense for their clients and support their cases in court.
* Writing up legal documents like will, trusts and gifts.
* Involved in out of court settlements.
* Preparing arguments to be heard in courts.
* Gathering and organizing evidence on behalf of clients.
* Preparing questions to ask witnesses.
* Interviewing witnesses, defendants and clients.
* 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.
* Coordinating planning and building regulations applications.
* Authorization of gifts.
* Constantly monitoring national and Sudan legislations.
* Advising businesses on the impact, interpretation and implementation of new policies and legislation.

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| **Designation** | ***Trainee Lawyer*** |
| **Organization** | ***Mohammed Ibrahim Adam (M.I.A) Advocates & Legal Consultants Office, Omdurman, Sudan*** |
| **Date** | **August 2002 to August 2003** |

**Job Purpose:**

Tasked with providing general legal administrative and secretarial support to lawyers & a legal team, Involved in researching legal precedent, investigating, facts and also keeping professional contact with a caseload of over 100 clients. Worked in a great advocate’s office by assisting them with the many tasks that are needed to build a court case; Part of a team of legal assistants, paralegals and trainee lawyers to assist the partners and lawyers and covering a whole range of administration tasks & paralegal works

**Principal Accountabilities:**

* Appearance before all courts with Senior Lawyers.
* All matters related to legal assistants, paralegals and trainee Lawyers Profession.
* Drafting and reviewing all types of legal documents, memos, contracts and agreements
* Take brief from clients and collect documents
* Reviewing and following-up all types of government departments, semi-government departments and land departments related matters
* Review and prepare documents for Registration of companies
* Execution of courts judgments
* Appearance before all types of prosecutions
* Real estate’s registration in property registry and land department
* **Ministry of Justice, Bar Association examination & Training Period to obtain Law practice certification, Khartoum, Sudan, from April 2001 to August 2002**
* **Military Service Period, Sennar, Sudan, from April 2000 to April 2001.**

**Academic Qualifications:**

* **Bachelor of Law ( LLB)**, Al Neelain University, Sudan, Khartoum from 1996 to 2000
* **Post Graduate Diploma of Legal Translation**, Juba University, Sudan, Khartoum from 2006 to 2007

**Memberships:**

* **Member of Sudanese Lawyers Union**, from September 2003 to Present, Registration number (13614)
* **Member of Sudanese Bar Association**, from September 2003 to Present

**Competencies:**

* A confident and competent computer operator of most software applications including MS Office Professional, (Word, Excel, Access, PowerPoint & Outlook), Database Management, Operations, Internet, Email.
* Ability to quickly learn and use new systems and applications.

**Personal Information:**

* **Date of Birth:** January 01, 1975
* **Visa Status:** Employment Visa (Transferable)
* **Sex:** Male
* **Civil Status:** Married
* **Citizenship:** Sudanese
* **Languages:** English and Arabic (Mother tongue)
* **Driving License:** UAE, Dubai

**References:**

Available upon request