**Curriculum vitae**

**Amer**

**Amer.197137@2freemail.com**

**Objective:**

Seeking a challenge career in “Legal**”** field in an organization where innovation, quality and hard work are appreciated.

I have stepped forward quite fast in my career path, as i have intensive experiences in the very various legal fields and law enforcement and I’m very familiar with the Management of personnel.

**Qualifications:**

Bachelor Degree of Law.

University Name : Damascus University- Faculty of Law.

**Experiences:**

* **Jan 2007 till May 2013 Ghaleb Alsaikali law Office**

(DAMASCUS / SYRIA) (Attorney at law)

* **November 2009 till May 2010 Sarkiss law firm**

(DAMASCUS / SYRIA) (Attorney at law)

 **Job Profile: Legal adviso**

To provide leadership in the delivery of reliable, accurate, timely and well-informed advice to the Department and the Executive Leadership Team on legal issues and the potential legal implications of various corporate strategies and business initiatives and projects.

**Responsibilities and duties:**

* Advising the head of the legal services of the company.
* Managing both internal and external legal issues.
* Advising our clients regarding all issues such as employment disputes, contract agreements, unpaid dues, etc…
* Review all the legal documents of a particular client and make sure they are properly made and drafted.
* Monitored secured and unsecured lending to firms and individuals.
* Coordinate with real estate department to prepare finance documents for clients.
* Supported property related transactions for clients.
* Provide written and verbal advising for three Syrian banks. (Al Sharq Bank, Syria and overseas bank and Syrian Islamic bank).
* **Jan 2006 Till November 2006 Jasmine Hotel “Damascus”**

**Job Profile: Hotel Front disk & Assistant Manager:**

**(Jasmine Hotel, Damascus).**

To deliver friendly, efficient customer service and to create a warm and welcoming atmosphere for all guests, to supervise, train and motivate the employees, with the aim of retaining and attracting new customers.

**Responsibilities and duties:**

* Deliver excellent customer service, at all times, ensuring guests’ comfort and safety.
* Following up to keep the hotel clean and tidy, at all times.
* Deal with customer complaints in a professional manner.
* Planning a rooms offer and discounts, to maximise the rooms sales opportunities.
* Planning & propose effective marketing strategies to maximise room occupancy levels.
* Supervising all daily administration tasks as required.
* Ensure that all rooms are checked thoroughly at the end of every shift, confirming that they meet our standards.
* Monitor and oversee maintenance issues and liaise with third-party contractors as required.
* Checking and approving on the received required quotations.
* Control and manage all new credit application accounts, sales ledger management and payment administration.
* Ensure that all employees are adhering to all company policies and procedures.
* Issuing the daily, weekly reports.
* Held weekly meetings for all staff.
* Prepare a monthly report and submit it to the hotel Manager.

**Extra career profile**

* **June 2010 till present owner of Games and entertainment Hall in Damascus**

**Responsibilities and duties:**

* Reception for groups of children and adolescents from cultural centers, schools, colleges and charities.
* Provide customers with spare parts and maintenance of various types of modern video games consoles (Playstation3, Xbox 360 etc…)
* Supply and marketing of CDs DVDs (games, movies, software, etc...)
* **Feb. 2011 till present owner of an Internet café in Damascus**

As extra duties; maintenance for laptops and computers (Hardware, Software, Networking etc ...)

* **June 2012 Till June 2013 Civil contractor in Damascus Countryside**

**Responsibilities and duties:**

* Constructing of residential buildings in Damascus countryside.
* Dealing with land and property owners to provide the legal form contracts
* Provide Advices as a legal expert in real estate issues.
* Dealing with construction labors and communicate with project engineers
* Solving all construction related issues.
* Sales & marketing for our owned properties.
* **Personal Skills:**
* Ability to communicate in English, French and Arabic both written and verbally
* Computer literate.
* Strong organizational skills
* Strong interpersonal skills
* Knowledge of local laws and legislations.