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| PERSONAL INFORMATION |  |
|  | Ahmed  |
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|  |  |
|  | Sex: Male | Date of Birth: 03/08/1992 |
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| PERSONAL SUMMARY |  |
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| A quick learner who can quickly absorb new situations and can communicate clearly and effectively with both legal professionals and members of the public. A hard worker able to handle long hours, intense pressure, demanding deadlines and great responsibility. Always patient, calm and rational in the face of difficult situations. Presently looking for a lawyer's position that provides a high level of job satisfaction and is also diverse and challenging. |
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| WORK EXPERIENCE |  |
|  |  |
| October 2015 - Present |  Paralegal(Dr. Mokadem Law Firm) |
|  |
|  April 2014 – October 2015 |  Paralegal (Youssry Saleh Law Firm) |
| ***Scope:**** Arbitration - Maritime - Commercial – Corporate - IP
 |
| ***Roles & Responsibilities:**** File management and some billing administration.
 |
| * Preparing reports for court.
* .
 |
| * Preparing and drafting legal documents.
 |
| * Conducting research and sharing knowledge on legal developments.
 |
| * Attending client meetings to gather information on legal matters.
 |
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| EDUCATION |  |
|  |  |
| * MSc. in International Legal Commercial Transactions & Logistics, AAST, June 2015

Thesis: The relative impact of the arbitration agreement |
| * Bachelor of Law, Faculty of Law (English Department), Alexandria University, Egypt, June 2013.
 |
| * High school, Riada Language School, Alexandria, Egypt, June 2009.
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| COURSES |  |
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| * E-Signature Course, December 2014.
 |
| * Arbitration in maritime disputes, August 2014.
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| PERSONAL SKILLS |  |
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| Languages | * Arabic. (Mother tongue)
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| * Very good command of written & spoken English.
 |
| * Good command of written & spoken Spanish.
 |
| * Basic command of written & spoken French.
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| Computer Skills | * Good command of Microsoft Office™ tools.
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| Communication & Managerial Skills | * Satisfactory interpersonal communication skills with colleagues and Subordinates.
 |
| * Able to manage, plan, supervise and monitor staff.
 |
| * Effective motivational and leadership capabilities.
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| Other skills | * Ability to work under pressure and solve problems.
 |
| * Self-Starter.
 |
| * Hard worker.
 |
| * Fast learner.
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| ADDITIONAL INFORMATION |  |
|  |  |
| * Member, OMEGA LEO Club of Alexandria, 2010 - 2014.
 |
| * Handball Player, 1st place African Cup of Nations (Youth), 2010.
 |
| * Handball Player, Egyptian National Team, 2009 - 2013.
 |
| * Handball player, Smouha, 1998 - 2013.
 |
| * Water polo player, Smouha, 2000 - 2005.
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**Job Seeker First Name / CV No: 1716900**

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