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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 | |  |
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| October 2015 - Present | | Paralegal(Dr. Mokadem Law Firm) |
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| 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 | |  |
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| * 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) |
| * 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 |  |
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| * 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. | |

**Job Seeker First Name / CV No: 1716900**

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