Curriculum Vitae

|  |  |
| --- | --- |
| **Name:** Lamia **Age:** 40**Nationality:** Tunisian | **E-mail:** lamia.298805@2freemail.com **Objective:** Seeking a legal and/or a multilingual position.**Location**: Dubai |

**Summary of skills and qualifications**

* Legal background, ability to deal with various legal matters
* Strong Arabic drafting and analytic skills;
* Research skills;
* Drafting skills;
* Translation skills (English-Arabic/French-Arabic/English-French);
* Good use and interpretation of laws and regulations and all kind of documentation;
* High level of organizational skills and ability to prioritize;
* Good personal computer skills using Microsoft applications such as Word, Excel, etc..
* Good communication and presentation skills, oral and written;
* Ability to communicate with all levels within the organization and with various outside consultants as needed;
* Attention to details and flexibility to deal with a range of different tasks;
* Teamwork;
* Reliability and ability to work on my own initiative;
* Self-commitment and discretion.

**EDUCATION**

**2001: Diploma of Ecole Nationale d’Administration – ENA**, Tunis, Tunisia

 (Master in Public Administration).

**1997: Bachelor degree in law from the University of law, politics and social studies –** Tunis, Tunisia.

(Bachelor of public law: administrative law, international public law, constitutional law,..)

**PROFESSIONAL EXPERIENCE**

**Emaar Properties – January 2014 – Till now**

***Title: Paralegal/legal Advisor to the Chairman /Executive Coordinator (Report to the Chairman/General Counsel)***

**Field of experience: Corporate/ Commercial/ Projects & Litigation**

* As member of the legal Team of Emaar Properties: producing a certain number of legal documents, memos, letters, POA, legal notices, etc..
* Drafting and reviewing contracts (MOU, NDA, Commercial,..)
* Providing legal opinions on legal issues
* Preparing the General Assemblies of the Company and liaise with the concerned authority (SCA) regarding the procedure to be followed.
* Drafting official communications intended to Governmental entities;
* Coordinating with the shareholders and responding to their enquiries and complaints
* Assisting the company secretary in communication with Board members and various matters
* Handling the annual Corporate Governance Report of the company and maintaining related legislation up to date;
* As part of the Chairman office: Handling different kind of Projects in various areas of business
* Coordinating with main Departments of the company for various Projects
* Managing different kind of subjects with external lawyers and ensuring the procedure is well implemented when required
* Handling the relationship with governmental entities such as Securities and Commodities Authority (SCA), Dubai Financial Market (DFM), Public Notary, etc…
* Drafting all the Arabic communication required for the good conduction of business

**ACCOR Middle East for Hotels’ Management – 1st February 2012 – December 2013**

***Title: Paralegal (Report to the Legal Director)***

**Field of experience: Hospitality: Contracts & Corporate aspects**

* Drafting all kind of legal documents;
* Drafting notices, and taking dictation and minutes;
* Producing documents, contracts’ reviewing, reports and presentations;
* Carrying out legal research and presenting findings into subjects the Director is dealing with;
* Dealing with Legal translations Arabic-English/ English-Arabic
* Drafting legal documents
* Tracking deadlines and other important dates (such as hotels’ insurance renewal, management contracts’ renewal, etc)
* Dealing with intranet legal page, when required
* Updating databases for both corporate data and management and franchise agreements
* Coordination on trademarks registration process and maintaining related files updated

**Prime Ministry (Tunisia) - Administrative court of Tunisia: January 2001 – October 2009**

***Title: Administrative Judge (report to the Chairman of Administrative Court)***

**Field of experience: Dispute resolution and Compliance**

* Reviewing & advising about the regulations and legislation to be issued by the Government.
* Claims investigation;
* Gathering and organising documents and evidence;
* Legal researches;
* Reviewing and analysing documents;
* Coordinating and insuring the liaison between the different parties;
* Managing evidences;
* Attending Hearings;
* Reporting and drafting judgements;

**LANGUAGES**

|  |
| --- |
| * + **Arabic:** mother tong, fluent
	+ **English:** fluent
	+ **French:** fluent
 |

**COMPUTER SKILLS**

* + **Microsoft Office Suite**
	+ **Use of Internet related tools**