**Mahmoud**

**Mahamoud.313350@2freemail.com**

**OBJECTIVE**

To have the pleasure of being associated with a progressively growing Organization in the field of law, where I can utilize my qualifications, skills and vast experience to the best of my abilities, reaching new levels of heights and creating new horizons above expectations, enabling me to see a better future ahead of me.

**WORK EXPERIENCE**

**Fixit Express, Dubai, UAE. Apr-2013 – Apr-2016**

Legal Affairs Manager

**Key Responsibilities:**

* Provide advice on legal matters to protect the company’s interest by compliance with all applicable statutes, rules and regulations and minimize liability.
* Analyzing the legal implications of all the activities of the organization to ensure that the company conducts all its activities and operations within the existing legal framework.
* Review ongoing cases and advise management accordingly.
* Drafting all legal contracts and memorandum , Review and provide legal advice on commercial and related documentations and up gradation of the commercial documents to match the company requirements and laws of the territory.
* Negotiate when necessary out of court settlements satisfactory to both parties.
* Provide and interpret legal information, conduct training and disseminate appropriate legal requirements to staff.
* Provide legal protection and risk management advice to management especially on contract management.
* Follow up cases in police station and all Courts in UAE and follow up with the land department and attending the session of settling cases.

**World Center Advocates**

**and Legal Consultancies, Dubai, UAE. Mar-2009 – Mar-2013**

Legal Research

Legal consultant

**Key Responsibilities:**

* File cases before the public prosecutor and police stations
* Follow up cases in Courts in UAE
* Follow up please with Dubai Municipality and attending the session of settling cases between Landlords and Tenants.
* Attending arbitration meetings
* Follow up with clients and update them with the status of their cases.
* Drafting memorandums and contracts .
* Well known by the execution procedures.
* Management and follow up of all works and procedures handled by the office which deals in the field of legal consultation.
* Follow up of progress of procedures related to claims and cases lodged by / against the clients , drafting of Memorandums and Defense, follow up of Court procedures like Experts Meeting, Reconciliation and Arbitration ;
* Drafting of all Contracts and Agreements executed by the clients including Engineering, Contracting, Contracts, Sub Contracts, Supply Contracts, Employment Contracts, Incorporation of Companies and Establishments, etc.
* Rendering legal support and assistance for the clients in Administrative affairs and offering advice to reconcile the policies and resolutions in accordance with the standing rules and regulations;
* Drafting of Articles of Association and byelaws of the Company which organize the Administrative and financial relation between the company and its Subsidiaries.

**Freelance Lawyer, Cairo, Egypt. Jun-2006 – Feb-2009**

Freelance Lawyer

**Key Responsibilities:**

* Preparing Drafting of Plaint of Cases and claims lodged by the clients and / or preparation of Defense Memos in connection with the Cases lodged against the clients (Public Law, Civil, Commercial, Maritime, Insurance, Labor, etc.).
* Drafting of all Contracts and Agreements executed by the clients including Engineering, Contracting, Contracts, Sub Contracts, Supply Contracts, Employment Contracts, Incorporation of Companies and Establishments, etc.
* Representing the clients and attending the Arbitration, Reconciliation, Meetings, Expert Meetings and all Procedures in connection thereof ;
* Rendering legal opinion for the clients regarding the cases of the clients in connection to execution of their business and achieving their objects;
* Rendering legal support and assistance with regards to Administrative and / or Financial affairs;
* Registration of Trade Marks, Patents and other I.B. Rights with the competent Ministries and Departments including submission of applications, submission of Challenges and Objections against transgression of rights and reply and handling all procedures in connection thereof ;
* Defense before courts of its different types.

**ACADEMIC AND PROFESSIONAL CREDENTIALS**

* **Bachelor of Arts in Law, 2006**

Tanta University, Egypt

* **Qualifications**

Admitted in Egyptian Bar, Legal Profession Certified; Advocate License with specialization in Company Law, Contract Law, Law of Tort, Land Law, Public International Law, Commercial Law, Insurance, Civil, Evidence, Criminal and Sharia Law.

* + **IT Skills**
	+ Proficient with the use of MS Office suite.
	+ Internet Applications.

**PERSONAL INFORMATIONDate of Birth:** 1st June, 1985. **Languages Known:** English & Arabic. **Marital Status:** Married. **No. of Dependents:** One. **References:** Available upon request.

