Mahmoud

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**OBJECTIVE**

**To work for a reputable company where I can continually challenge myself to excel and exceed what I have accomplished six years in the field of law**

**SCOPE OF WORK**

**Represent the company in the cases of (Civil, Criminal, Real Estate, Financial, Police Stations, Courts and Prosecutors) and follow up issues regarding my work.**

**DUTIES AND RESPONSIBILITIES**

* **Providing the legal assistance for different departments and for a wide range of revising the contracts inside and outside according to the country law.**
* **Aware of the various areas of law such as civil and criminal law, commercial and know how to formulate all claims and memos.**
* **Issuance of internal and external letters.**
* **Providing legal guidance for all departments regarding the legality of the work and contract .**
* **Participating in the preparation of different contracts and agreements with the employees.**
* **Reviewing the main contracts between the company and others in regular basis.**
* **Revising and finalizing the contracts and agreements between the company and the others legally.**
* **Developing a legal path for all employees and others and reduce the cases against the company.**
* **Executing company policies and investigating those who violate the policy.**
* **Problem solving and time management.**

**EDUCATIONAL BACKGROUND**

## Bachelor of law \_\_ Al-Azhar University \_2008.

Grade (Very good)

* **Training course in computer.**

**PERSONAL EXPERIENCE**

* Worked as a lawyer in Ahmed El Shreef office, Egypt (2009 to 2012)
* Worked as a lawyer in Mohamed Ezz El Deen office, Egypt (2012 to 2016)

**SKILLS AND INTERESTS**

* Highly organized and target oriented.
* Working under pressure and self-motivated.
* Proficient in Microsoft office programs (Word, Excel, and Internet).
* Research and updated of current events.

**LANGUAGES**

* **Arabic. (Mother tongue).**
* **English. (Very good).**

**PEESONAL DETAILS**

* **Date of Birth 1/1/1983**
* **Nationality Egyptian**
* **Marital Status Married**
* **Religion Muslim**
* **Gender Male**
* **Visa Status Transferable Employment Visa.**

**DECLARATION**

I hereby declare that the forgoing information is corrected complete to the best of my knowledge and belief.