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**Fathima**

**Dubai, United Arab Emirates**

**Whatsapp No: +971 504 75 36 86  E-­‐Mail:** [**fathima-399007@2freemail.com**](mailto:fathima-399007@2freemail.com)

**OBJECTIVE**



An energetic and self-­‐motivated individual from a proven business law background who has significant expertise in delivering commercial solutions. Specialized in Intellectual property, corporate law, commercial law, arbitration law, dispute resolution, company set up, banking and compliance law. Recently worked as part of a leading bank in UAE where I have gained exposure to a wide range of corporate matters. Through my career I have worked on complex, important and high profile cases. I am a confident and driven lawyer now want to develop technical and commercial skills further. On a personal level I am a superb communicator who has a natural flare for developing existing and new client relationships and business opportunities. Right now, I am looking to join a company where I can further mycareer and gain more experience.

**EXPERIENCE**



**PROCESSOR** **Bank– Dubai, UAE** **July 2019 – April 2020**

* Processing After Sales Transaction.
* Processing Settlement of liabilities.
* Processing letters and declaration of outstanding.
* Attending calls on behalf of Customer Service Excellence Department.

**PROCESSING TEAM MEMBER Network International LLC –Dubai, UAE** **December 2015 – April 2017**

* Process Chargeback activities.
* Cancellation, Blocking and retaining of primary and supplementary cards on the instructions of client bank.
* Processing various types of cards. E.g. Tamayaz

**LAWYER** **Colombo Law Firm – Sri Lanka** **December 2012 – October 2015**

* Attending commercial arbitrations.
* Drafting notarial deeds and instruments including contracts, agreements, leases and other business related documents.
* Providing clients with legal advice and support on a wide range of legal issues.
* Representing clients on criminal and civil trials.
* Holding regular casework meetings and review with other legal staff.
* Supporting clients across global sectors.
* Using specialist legal software to compile reportsetc.

**JUDICIAL INTERPRETER** **Government of Sri Lanka** **December 2006 – December 2012**

**EDUCATION**



|  |  |
| --- | --- |
| **Attorney at Law – 2nd Class Upper Grade** | **2009 –2012** |
| Sri Lanka Law College |  |
| **Executive Diploma in Human Resource Management** | **2012-­‐ 2013** |
| University of Colombo, Sri Lanka |  |

**SKILLS**



* Hands on experience on major banking applications.
* A motivated team player who has an enthusiastic “can do” attitude
* Maintaining a professional image atall times.
* Inspiring and leading others.
* Excellent listening skills.

**CERTIFICATIONS**



* Certified Company Secretary.
* Certified Notary Public.
* Certified on Legal Aid Commission Sri Lanka.
* Islamic Banking and Finances.

**PERSONAL INFORMATIONS**



First name:

Fathima

Date of birth:

09-­‐08-­‐1985

Sex:

Female

Marital status:

Married

Nationality:

Sri Lankan

Visa Status:

Spouse

**2**