***Samah***

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 j.samah@gmail.com

**Education**

**2001 University of Yarmouk-Jordan.**

*Bachelor of Law.*

**Experience**

**2007-2008 KM HOLDING / KM Properties – Dubai**

 **Legal Advisor**

* Following and assisting -by providing legal advices- other departments such as Accounts & Sales to complete their tasks such as reselling processes, contracts terminations, making new deals, brokerage agreements, commission claims …etc.
* Meeting the company’s clients who have problems or need clarifications regarding the selling process, default in payments, enquiries about the sales and purchase agreements among other issues and answering their questions and providing them with the suitable advice to maintain both company’s targets achieved as well as the clients’ satisfaction.
* Executing tasks at governmental departments for the company, such as reserving and registering new companies at the Economic dept, attesting sensitive documents at the notary public, ministry of foreign affairs and at some embassies as well.
* Following up all cases procedures and complains from preparing the case file until the final stages in front of Dubai Courts, Police stations, public prosecutor, Dubai land Department and the Real Estate Regulatory Agency (RERA).
* Handling tenancy issues with the tenants of the company’s properties either through negotiations or by representing the in front of The Rent Committee – Dubai Municipality.
* Recommending penalties and the appropriate disciplinary actions against the company’s employees according to Labor Law after applying proper investigations.
* Preparing templates of all types of legal document required for company business.
* Prepare the legal notices and legality briefs in all levels.

* 1. **Legal controller for financial brokerage company-Dubai.**
* Legal Review for all Customer Accounts and data entry in the system (Making sure that accounts are managed with zero error entry and making sure all papers required by ESCA are filed also with zero error rate).
* Calling customers and making surveys about the service (Monthly random calls must be given to customers to check-in our service and report down in case of any complaints).
* Reviewing legal documents for accuracy and formatting, transcribing confidential documents such as contracts.
* Presentations and material preparations in order to find solution for client’s issues.
* Preparation of legal documents and transcribing oral dictation of notes.
* Preparing legal memorandums and letters for clients and government departments.

**2001-2006 General Assistant Secretary of Arabs Law Firm -**

**Advocates, Attorneys & Legal Consultants - Jordan.**

  **Attorney/Lawyer**

* Attended court hearings and researched laws in preparation thereof.
* Attended clients’ meetings and made follow-ups the Legal dealings with government departments and ministries to complete it.
* Prepared and passed the Jordanian Bar.
* Advise clients on various matters such as land law, debt recovery, family law, labor law, company formation, and government departments, banking cases intellectual property, commercial and corporate law.

* Limited liability companies, partnerships, drafted & reviewed agreements, financial agreements
* Worked on various cases of insurance against liability and Comprehensive insurance.
* Follow up all the cases until the final stage of the legal implementation.
* Legal research and studies.
* Prepare the legal notices and legality briefs in all levels.
* Worked on the issues of domestic and international criminal and penal law/codes.
* Debt collection and resolving of disputes.

**Certificates**

**2006** Advanced Course & Certificate in (ICDL).

**2003**  Advanced Course & Certificate in Taxation Law.

**Memberships:**

* Jordanian Advocates/Lawyers Association.

**Conferences:**

* Contributing to the preparation and organization of conferences at Yarmouk University, Jordan National Electricity Authority and Jordan Economic Development Department.
* Attended seminars to preserve the rights of human rights, children and women by Ms. Asma Khader (the official speaker by the name of the Jordanian government) in Cultural Center.

**Miscellaneous:**

Languages: Native Arabic, English.

Computer : Internet, Email, Microsoft Word and Excel.

\*References Available upon request.