**Moustafa**

Moustafa.329913@2freemail.com

**Career Objective:**

Pursuing a challenging career in Geology – Chemistry that enhances my educational background as well as my skills .

Pursuing a challenging career in Law that enhances my background experience

**Educational Background:**

B.Sc. of Science, Cairo University, Major Chemistry/Geology

Cumulative Grade: good, GPA 1.86

Class: 2011

**Work Experience:**

* Oct2013 till Current **Legal Assistant (Para Legal) in Accurate investment projects** **Company**
* Organize and maintain documents in a paper or electronic system.
* Arrange the legal documents for attorney review and case preparation.
* Write reports to help lawyers prepare a trail.
* Draft and save correspondence and legal documents such as contracts, mortgage and power of attorney in a files and keep always soft copy in my computer system.
* Submit electronic and smart applications for the court.
* Following and attending all the hearings and get decisions for the cases.
* Attending Expert meetings for all cases.
* Prepare all documents required for the Expert.
* Call clients, witness and outside vendors to schedule meeting.
* Open Execution file and do all the procedures and follow all judge decisions.
* Oct2012-Oct2013 **Public Relation Officer in ACI Real Estate** in Dubai.

**Main Responsibilities and Duties:**

* Issuing, renewing and cancelling the residency.
* Issuing, renewing and cancelling labor cards.
* Submit applications for medical inspection and following it.
* Issuing and renewing Emirates ID.
* Issuing and renewing Establishment cards.
* Issuing and renewing Electronic signature card.
* Following all the procedures and application in all different Governmental ministries.
* Following all the rules and be updates with all new rules and labor law in Dubai.
* Dealing with the enquires from the clients and giving them the latest update about the company and its projects
* Organizing Events
* July2011-Feb2012: **Pharmacist Assistant at Dr. Magdy Pharmacy** in Egypt.

**Main Responsibilities:**

* Handling clerical functions in the pharmacy.
* Assisting the licensed pharmacy in preparing and selling the medication to the patients.
* Dealing with the Companies Medical Representatives to provide all types of medicine in the pharmacy and prevent any shortage of any medicine kind in the pharmacy.
* Handling the cash money.
* Answer phones.

**Internship Experience:**

* July 2010 Trained **at NRC (National Research center) in Egypt in Geology.**

**Extracurricular Activities:**

* Organize welcome party for the new students \_ Faculty of Science \_ Cairo University.
* Organize Ramadan Iftar for orphans \_ Faculty of Science \_ Cairo University.

**Courses:**

* AttendingBehavior Styles Course in Just Minute Institute for Human Development Courses
* Attending soft skills program in Just MinuteInstitute for Human Development Courses.

**Skills:**

**Computer Skills**

* Windows-internet : Very Good
* MS Office: Very Good

**Language Skills**

* English: Intermediate \_ Excellent
* Arabic: Mother Tongue
* Deutsch: Basics

**Other Skills**

* Able to work under pressure.
* Able to learn new tasks quickly.
* Able to work in team work.
* Have an organization skills
* Hard Worker

**More Skills**

* Have Dubai Driving License since 2013

**Personal Information:**

* Date Of Birth: Aug 9th , 1990
* Military service: Final Exemption
* Marital Status: Single
* Nationality: Egyptian

**References:**

* Furnished up on request