**AHMED**

Ahmed.336629@2freemail.com

**PERSONAL SUMMARY**

* **Year of Birth:** 1991
* **Nationality:** Egyptian
* **Marital Status:** Single
* A bright, talented and ambitious lawyer providing indispensable advice to clients and delivering positive

outcomes for them.

* A quick learner who can quickly absorb new situations and can communicate clearly and effectively with

both legal professionals and members of the public.

* Constantly focused on resolving legal issues and always looking for ways to improve and evolve processes.

**JOB OBJECTIVE**

Looking for a legal position that provides a high level of job satisfaction and is also diverse and challenging that would help me to utilize my knowledge and experience efficiently and to improve my knowledge and skill within the legal field

**EDUCATION**

**Mansoura University, Dakahliya, EG** ***2012 – 2014***

*Master in Law*

**Mansoura University, Dakahliya, EG** ***2008 – 2012***

*Bachelor of Law*

**Professional Courses**

*ICDL*

*Human Improvement*

*Pre-course in International Arbitration*

**SKILLS**

***A.****Computer skills:*

 Microsoft Office (Word, Excel, Presentation)

***B.****Soft skills:*

 Excellent presentation skills

 Strong ability to be an effective leader while working as part of a team

 Team player

 Good interpersonal skills

 High flexibility to perform various tasks

 Performing well with or without pressure

* Strong organizational skills
* conducting legal and factual research
* Ability to analyse legal documents and communicate effectively at all levels
* High proficiency in all Microsoft packages

***C.****Languages:*

 Arabic – Mother tongue

 English – Good Command of English, Both spoken & written

– English for legal field and communication skills

  French – Fairly good

**WORK EXPERIENCE**

**Al Attar Business Tower, Dubai, UAE** ***Jan 2016 – Present***

**Office 106, 1st floor**

**Legal Advisor**

* Studying any and all legal issues related to the company and render legal opinions and views on them.
* Meeting clients to update the status of the project.
* Establishing internal investigations related to internal and external theft or fraud and preparing reports.
* Coordinating with local lawyers, legal auditors and the Police .
* Review lease contracts, related agreements and regulatory documents for technical fitness and legal compliance, ensuring the Group, its businesses and stakeholders are sufficiently protected from and aware of unapprised risks and liabilities.
* Liaise with internal stakeholders and support functions, both independently and under supervision, on contractual matters and associated legal issues and participate in contract negotiations to ensure the best interests of the Group are secured.
* Anticipate legal issues, including probable and/or possible scenarios requiring mitigation or risk assumption.
* Logging complaints / cases with police / prosecutors and  regular follow up for open cases with authorities to ensure their closures.
* Draft lease contracts and related agreements to minimize risk, increase clarity of process/responsibility, enhance the Group’s protection and reflect commercial objectives.

**Ministry of Supply and Internal Trade, Mansoura, EG** ***April 2015 – Oct 2015***

**Supply Inspector**

 Watch and control the market.

 Ensure validity of marketed products.

**Mohammed Arafeh Lawyers and Advocates, Mansoura, EG** ***2012 – 2015***

**Trainee**

 Involved in practicing law by giving authoritative advice to clients and representing them at court.

 Responsible for providing practical solutions to the needs of clients by having a thorough and

commercial approach to legal matters.

**OTHER INFORMATION**

Driving License : Valid UAE LMV License(Automatic)

Notice Period : 30Days

**REFERANCES**

|  |
| --- |
| Can be provided upon request |