

Suad Mohamed Yaseen
Attorney at Law & Legal Consultants



سعد محمد ياسين
للمحاماة والاستشارات القانونية

Suad Mohammed Ahmed Yaseen
Attorney at Law & Legal Consultants



Office Address:

Falcon Tower- office 405- 4th Floor
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P.O Box 11703 – Manama – Kingdom of Bahrain
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Personal Information

Date of Birth : 01 January, 1963
CPR : 630116482
Nationality : Bahraini
Marital Status : Married

Educational Qualification

2010-2011: Cairo University
Master Law-Public Law (V.Good)
2008-2009: Cairo University
Diploma Public Law
2004-2007: Beirut Arab University
Bachelor's degree Law

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- 1994-1995: Information Technology Diploma in computer Application.
Institute of commercial Management- UK
- 1994-1995: Diploma in computer application for windows
Gulf Academy of Human Resource
- 1978-1979: Secondary School General Certificate Literary Section

Other Certificates:

- 2009: Certificate of attending the international conference "to mediate" the title ((Power of Mediation)) - Kingdom of Bahrain.
2008: Certificate of attending the second session of the Conference on "spreading the judicial and Heritage Alavtaúa to spend the Egyptian State Council - Cairo - Arab Republic of Egypt
- 2008: Certificate of legal dimensions of the decisions of administrative leadership, "the effective management to deal with the parliamentary and municipal councils" .
Certificate of "the skills of the preparation of legal memoranda and reports and replies to parliamentary and municipal elections" - Kingdom of Bahrain.
- 2005: Certificate of Attendance course the general principles of civil law and women's civil and commercial matters - Supreme Council for Women.
- 1998: The Changing Role of the Executive Bahrain Management Society.
- 1998: ICB Workshop on Ms Word Macros International Center Bahrain.
- 1994: Certify Private Secretary Arab Center of Arts- Cairo

Work Experience

I started my own Firm in Falcon Tower handling Insurance, Banking & Arbitration Matters- Criminal Cases- Divorce Cases, and Labor Cases Commercial Case Sales of Goods- Civil Case. .

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The Firm specializes in commercial Law-Banking and Civil Law and Criminal Law. And since then I have independently and successfully handled both Civil and Commercial Law- Criminal Cases at all Levels right from the Institution of the suits, petition, complaints till the final arguments including recording of evidence & cross examination. And also intensively dealt with matters pertaining to Appellate as well as on the Original Side of the High Court of Bahrain. I have handled both Civil and Criminal Matters at the District Courts Level Handled drafting of Pleadings & divorce Cases, bail matters service & Labor Cases etc. My stuff are very experience and high qualified.

Work Experience in Legal Job:

2008-2012- National Oil & Gas Authority (NOGA) - Legal Researcher:

1. Resolutions, laws and decrees of the various required you to search across different web sites.
2. Access to the drafting of resolutions, laws and conventions:
 - 2.1. - The establishment of contracts - (JOC), (OXY, swap)
 - Establish a system.
 - Convention on the building of the National Oil and Gas follow-up with Legal Counsel is subject to the company sustainable.
3. Department of Legal Affairs:
 - Follow-up on decisions of the Commission.
 - Clarification required for meetings.
 - *Contact and follow-up with:
 - Office of His Excellency President Dr. Abdul Husain bin Ali Mirza.
 - Counsel.(Legislations & Legal Opinion Commission)
4. Agreements:
 - 4.1. Coordination of: "company logos and the Convention DPSA, and" sub agreements.
 - 4.2. Coordinating with the staff of Bahrain Petroleum Company "BAPCO" Professionals on the conventions.
 - 4.3. Issues of the Bahrain Petroleum Company "BAPCO" - provide a detailed report on the proceedings and follow-up files over the past stages of its progress from 2008 to 2009 -2010 "and include:
 - a - Claims for ongoing issues.
 - b- Cases sentenced to implement them.
 - c - Has Claims:

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- Waiver.
- An amicable solution.
- Payment.

5. Review the record set trading irregularities petroleum products - alterations and additions to the records of the settings regarding inspection of oil tankers.
6. Submit a report about the situation of Affairs Authority and the companies of the royal orders, decrees and decree-law and the resolutions of the Council of Ministers and decisions of the Commission.
 - Minutes of meetings (the Shura Council and House of Representatives) with respect to the National Oil and gas companies, as well as supervised by the Commission.
7. The Shura and Representatives and extract reports of committees with respect to the affairs for the Bahrain Petroleum Company "BAPCO" on BANAGAS.
 - Reports on the Authority and its subsidiaries included in the agenda of the Shura and Representatives Councils and committees of both the Commission on public utilities and services.
8. The follow-up of the newly established company registration:
 - the holding company for oil and gas.
 - Al Bahrain Base Oil and lubricants.
9. Established the record of a Commission of Inquiry.
10. Union of workers Bahrain (BAPCO) - Print records or response to newspaper articles.
 - File Documentation Conventions - oil and gas laws of search web sites relating to international conventions and protocols that have been ratified by the Kingdom of Bahrain.
11. Ministry of Trade and Industry and review with officials of the Ministry of Commerce on registration of companies and trademark registration.

Work Experience in Legal Secretarial and Management Job:

1999-2007- National Oil & Gas Authority (NOGA)-Executive Secretary for The Directorate of Human Resource

As above:

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- Time Keeping.
- Weekly report about the performance of the Department.
- Organize internal Meetings.
- Dealing with professional Ministry personality.

1984 - 1999: Ministry of Oil & Industry – Executive sectary for Directorate of Industrial Area

Main Duties during the Work Experiences:

- Daily report about the performance of the employees.
- Drafting Reports regarding Industrial areas.
- Prepared industrial Contract.
- Organized different industrial exhibitions and meetings.
- Dealing with professional and high class clients.

Membership of Professional Associations:

- **BAHRAIN BAR SOCIETY.**

Member of :

- Bahrain Olympic Committee (Women- Sport) (*Present*).
- Bahrain Volleyball Association. (*Past*).
- Arab Volleyball Association (*Present*).

References:

- DR. Yehia El Gamal
Attorney at Law
El-Gamal Law Office- Egypt
- Lawyer Mohamed Ahmed
TAQI & Moh'd Ahmed
Attorney at Law & Legal Consultants
Tel: 17227333- 39622445
- Lawyer Suhaila A.R. Toorani
Tel: 17530324 – 39665001

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للمحاماة والاستشارات القانونية

- **Dr. Ahmed Al-Sharyan**
Secretary – General for Oil Affairs
National Oil & Gas Authority
Phone: 17312550- 39462244
- **Ms. Wedad Al Maskati**
Director of Human & Financial Resources
National Oil & Gas Authority
Phone: 17213588