

Curriculum Vitae



PERSONAL INFORMATION

NAME **MUNA A. RAZAQ ZAINUDDIN**
ADDRESS Villa 12 Road 3201, Manama 332
CONTACT NUMBER Cell +973 33123033
E-MAIL muna.zainuddin@gmail.com
NATIONALITY Bahraini
DATE OF BIRTH [17, Dec, 1984]

Education

- Dates (from – to) September 2003 -2010
- Name and type of organization providing education and training University of Bahrain
- Title of qualification awarded B.Sc. in Law.

Interest

Reading, Outdoors, Attending seminars /conferences /forums of legal knowledge interest.

PROFESSIONAL EXPERIENCE

- Period (from – to) July 2007
- Name and type of organization providing employment Masar Advisory
Temporary Receptionist / Arabic Support with Masar Advisory
B.S.C.
- Main Duties
 - Greet, assist and/or direct visitors and the general public.
 - Receive, direct and relay telephone messages and fax messages.
 - Organize office meetings.
 - Providing word-processing and secretarial support.
 - Scheduling of appointments.
 - Tidy and maintain the reception area.
 - Prepare letters and documents and filing.
 - Help the Research team.
 - Helping in preparation of Offering memorandums for project.

For more information e-mail me on muna.zainuddin@gmail.com

- Period (from – to)
- Name and type of organization providing employment
- Job Title and Department
- Main Duties

July 2008 (July2008-Sep2008 – extensive training for 3 months)
Lawyer Office - Lamia Mohammed Saleh Alshaikh

Trainee / Legal department

- Studying police reports, interview transcripts, medical records and other facts to make a case for the plaintiff.
- Attending hearings at court.
- Looking for evidence that will back up a client's case.
- Preparing questions to ask witnesses.

- Period (from – to)
- Name and type of organization providing employment
- Job Title and Department

April 2010 till date.
Lawyer Office – Aqeel Hassan Moosa Office.

-Attorney

Involved in practicing law by giving authoritative advice to clients and representing them at court. Also responsible for coming up with practical solutions to the needs of clients by having a thorough and commercial approach to legal matters.

- Main Duties

- Attended court hearings and conference with clients, solicitors and experts.
- Follow up of administrative works.
- Translating legal documents into Arabic from English.
- Giving support, recognition and rewards to trainee staff.
- Perform legal research and writing.
- Providing necessary advice on the legal issues to the clients.
- Giving oral arguments in a court of law.
- Gathering and organizing evidence on behalf of clients.

Skills

- Languages.
- Computer literacy

- Personal skills

- * Arabic, English.
- * Excellent with MS Office Package,
- * Internet & e-mail communications.

- Motivated, enthusiastic, reliable, good team and communicator.
- Leadership skills.
- Excellent analytical skills.
- Good knowledge of civil, criminal, public ,ADR (alternative dispute resolution) and bankruptcy.
- Knowledge of effective file management procedures.

Achievements

- Working in the University's media committee and achieving a Credit.
- Writing in the Legal Gazette, issued by the faculty of law.
- Attend the second Law Symposium (commercial arbitration) –March 2009.
- Participant with my Legal Research, titled [-Alternative Dispute Resolutions-] in the Fifth Scientific Symposium-UOB.

Seminars and Workshops attended

- Training program on “Meditational Skills” conducted by Judicial and Legal Studies Institute and Bahrain Chamber for Dispute Resolution.
- Workshop on Rental Contracts conducted by Judicial and Legal Studies Institute.
- Training Program on Advocacy, Written Pleading, Oral Pleading & Contracts Drafting conducted by Judicial and Legal Studies Institute and American Bar Association.
- Workshop on Core Mediation Skills Training conducted by Bahrain Chamber for Dispute Resolution and The Accord Group – Australia.
- Training program on International Arbitration conducted by Chartered Institute of Arbitrators (CI Arb) London _process to the membership.
- Completed the program of preparation of arbitrators- GCC Commercial Arbitration Center- Bahrain.

References

- Available upon request.