

## Curriculum Vitae

### Personal Details:

**Name:** Akeela Ali Hassan AL-Ghais.

**Nationality:** Bahraini

**C.P.R No.:** 870605054

**Date of Birth:** 08/06/1987

**Address:** Villa 1749 Lane 1934 Dumistan 1019

**Mobile:** 39887077 - 37755588

**E-mail:** [lawyer.87@windowslive.com](mailto:lawyer.87@windowslive.com)

**Social Status:** married

**Passport Number:** 1845388

**Sex:** Female



### Educational Qualification:

- Bachelor degree in LAW – university of Bahrain and my GPA is above 3.
- Secondary school certificate (Science Practice Section).

### Additional studies:

- Studying commercial arbitration – G.c.c Commercial Arbitration center from 3<sup>rd</sup> Dec until 22<sup>th</sup> may 2014.

### Employment / work experience:

#### A-Working Experience:

- 1- 1<sup>st</sup> march 2010 – 29<sup>th</sup> April 2010 – training course in the legal affairs department.
- 2- May 2010 – 18<sup>th</sup> July 2010 have an additional training in cases administration – legal affairs department.
- 3- 17<sup>th</sup> October 2010 – 31<sup>st</sup> Aug 2011 worked as a trainee lawyer in (Ghada Sulaibaikh law firm ).
- 4- 1<sup>st</sup> September 2011 - 17<sup>th</sup> October 2012 worked as a trainee lawyer in ( Hafiz Ali law firm )
- 5- 18<sup>th</sup> October 2012 until 31/3/2014 worked as a practiced lawyer in ( Hafiz Ali law firm )
- 6- From 1<sup>st</sup> April 2014 until now worked as a legal officer in trust international reinsurance company.

### **Job description:**

as a lawyer I have a list of work to do such as:

- 1- defends about our clients and represent them by attend in the courts.
- 2- doing all procedure for companies establishment and all procedure of commercial record.
- 3- formation of lawsuits and writing the notes for the suits.
- 4- doing all the procedure of urgent cases such as travel ban for the foreign.
- 5- complaining in police stations.
- 6- attend the investigation sessions in public prosecution.
- 7- attend the big clients meetings ( companies and institutions ).

### **B- Legal courses and conferences and competitions:**

- 1- 6<sup>th</sup> December 2007 participant in a session of law cases processes – law collage society in UOB.
- 2- 2-3 April 2008 an organizer in the registration committee in the first symposium of law in UOB
- 3- 14<sup>th</sup> – 15<sup>th</sup> April 2008 – a participant in a session of intellectual property crimes – ministry of masscommunication.
- 4- 17<sup>th</sup> September – 22<sup>th</sup> September 2010 – work shop ( leadeare & law ) – dead sea / Jordon .
- 5- 16<sup>th</sup> December – 19<sup>th</sup> December 2010 – course of information technology programs – Beirut – Lebanon.
- 6- 14<sup>th</sup> January – 18<sup>th</sup> January 2012 – participate in ( Human & earth ) conference – Cairo - Egypt.

### **c- volunteer works:**

- 1- Summer 2003 worked as a voluntary labor in "Sar 2003" festival.
- 2- Summer 2004 worked as a voluntary labor in "Sar 2004" festival.
- 3- September 2007 – part time labor in UOB bookshop.
- 4- February – may 2008 – part time labor in students service in UOB
- 5- 4-5-6 April 2008 – marshal in the international race "F1" in Bahrain international circuit.
- 6- 28-29-30 April 2008 – an organizer in the registration committee of architecture forum in UOB.
- 7- Summer 2008 worked as a secretary in herbal world company.

### **Additional Skills:**

- **Computer Skills:** very good in using the office programs (Microsoft Word, Microsoft PowerPoint, Microsoft Excel).
- Typing English & Arabic fast.
- **Interpersonal Skills:** very good Inter-personal communication, quick in adopting to work environment and culture of the organization, willingness to learn and acquire additional skills and to shoulder additional responsibilities, and to put extra effort to accomplish the time bound assignment.
- **Languages known:** Fluent in English and Arabic.

Thinking you  
Your Sincerely

