

## **HAMMAM RAMLAN AL HAJERI**

P. O. Box ٥٦٦٧٢, Abu Dhabi, UAE | Mobile # ٠٥٠-٦٤١٢٣١٢ | Email: hammamramlan@hotmail.com

### **Highlighted Training Courses**

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- Monitoring on Private corporation and enterprises - Labor Ministry
- Communication Skills & Dealing with people - Labor Ministry
- Advanced Labor Law (Theory & Practical) - Juistis Academy
- Advanced Leadership - Franklen Coffee
- Intensive course of advocate training - Institute of training & judicial studies
- Financial Management - Michigan University
- Judicial Management - Michigan University

### **Education**

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**Bachelor, License of Law-٢٠٠٥** – Dubai Police Academy

**Master in Civil & Commercial Law (Private Law)- Ongoing** – Dubai Police Academy

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- Gathered and analyzed research data regarding statutes, decisions, legal articles and codes.
- Processed summons, subpoenas, appeals and motions.
- Drafted legal papers including complaints, summons and interrogatories.
- Investigated facts and law of cases using pertinent sources to determine causes of action and to prepare cases.
- Legal research
- Transcribing/finalizing pleadings
- Court transcription
- Decisive
- Estate planning
- Practiced in litigation and contracts
- Legal writing
- Powerful negotiator
- Business law
- Ethical
- Legal coding proficiency

### Employment Experience

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- ٢٠١٢ – present : Head of Commercial Court
- ٢٠٠٩ – ٢٠١٢ : Head of Civil Section - Civil & Administrative Court  
Member of the Committee Adjustments.
- ٢٠٠٨ – ٢٠٠٩ : Head of the Investigation Section - Legal Department – Labor Ministry
- ٢٠٠٧ – ٢٠٠٨ : Legal Researcher – Labor Ministry
- ١٩٩٩ – ٢٠٠٦ : Military Division - Civil Aviation

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## Summary

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Seeking a position with a growing firm where I can be creative and utilize my skills to contribute toward its success. Also to enhance and develop my computer and administration skills, expresses my additional qualifications like hard working.

## Highlights

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- Self-motivated, efficient, accurate and detail oriented
- Highly numerate, quick thinking, innovative, ambitious and determined
- Always willing to undertake challenging tasks
- Excellent communication and negotiation skills
- Time management skills
- Wide knowledge in all kind of courts and prosecutions in Abu Dhabi
- Wide knowledge in governmental and semi-governmental legal department.

## Legal Experience

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- Drafting and reviewing of agreements and contracts.
- Worked in a variety of legal fields such as:
  - labor laws
  - Real estate law
  - Criminal law
  - Civilian law
  - Personal, status, commercial and corporate law.
- Worked and handled various cases in corporate, commercial, real state, labor, personal status, criminal cases as well as attending the hearing of those cases.
- Accustomed to court, prosecution, police procedures and numerous relations in other governmental departments.
- Always seeks the most efficient solution in timetable and procedure.
- Always seeks to settle disputes through peaceful methods.