



Sana Amin

Nationality: Bahraini
DOB: 1965
Mobile: + 973 39990930 - 39990982
P.O. Box: 316
Manama, Bahrain
Email: sana@aminlawfirm.net
sanaam@batelco.com.bh

Academic Education

Institution Khalijiya University - Bahrain
Award: Bachelor in Law **with Honor**

Institution Strathclyde University, Glasgow, UK.
Award: Master of Business Administration (MBA) – Thesis Titled "Arab Women and Leadership"

Institution Richmond University, the American International University of London. U.K.
Award: “BA” in Business Administration & Economics

Additional Qualification

- University of Cambridge
Certificate of Proficiency in English /Grade B
- Toefl /Score 620
- BIBF - Banking

- Brighton Polytechnic University, UK.
JMB in English Language
- Dawlton College, Brighton, UK
First Certificate in English/ Grad B

Work Experience

2011-To date

Amin Law Firm - Attorneys/Legal Advisors

Established my own law firm. Working as an advocate, legal consultant for the firm along with other consultants. For information related to our firm please refer to our website aminlawfirm.net.

2009-2010

Naseej

Naseej is a large real estate development company established by a number of prominent banks and organisations in Bahrain. The largest shareholder is Ithmaar Bank. The company constructs PPP projects with the Government of Bahrain as well as other construction residential and commercial projects in the Kingdom of Bahrain as well as abroad.

Head of Legal & Company Secretary. Responsibilities include:

- Managing the entire legal department.
- Offering legal counsel on various areas of the law, mainly commercial law, company law, real estate, and labour law.
- Drafting agreements, AOA and MOA, reviewing contracts.
- Managing the Company Secretary department.
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- Managing five staff

2007 -2009

ASRY (ARAB SHIPBUILDING AND REPAIR YARD) –

One of the world's leading large tanker repairers and one of Bahrain's major companies, a joint venture between seven OAPEC countries. It's authorized and paid up capital is USD 170 Million, workforce over 5000 of various nationalities, total sales revenue USD 200 Million in 2008 & USD 133 Million 2009. Customers include national and international owners of ships, rigs and other marine transports.

Legal Advisor & Head of Legal Department. Responsibilities include:

- Managing a team of 2 Paralegals, reporting directly to the CEO.
- Offering legal counsel to company on various legal matters mostly, Marine related (Maritime Law):
- Parties to Maritime Navigation, Ship Owner's Liability, Maritime Liens and Mortgages, Insurance & Claims, and most importantly Ship Arrest & Debt Collection.
- Dispute Resolution with ship owners.

- Amending company Agreement of Establishment & Statutes.
- Deliver presentations of legal issues to the Board of Directors and the General Assembly.
- Establishing /incorporating subsidiaries of XXX business associates in Bahrain, capital worth USD 100,000.
- Drafting Best Practices & Corporate Governance Policies for the company in both Arabic and English.
- Drafting contracts.
- Drafting Articles of Association and Memorandum of Association for our subcontractors' new companies in Bahrain.
- Reviewing existing contracts & company Financial & Personnel Regulations.
- Liaising with external lawyers on litigation at court.
- Handling industrial accidents and checking accidents reports in both Arabic and English in preparation for submitting to the Prosecutors.
- Following up on non-payment issues and deciding on course of action to be taken.
- Reviewing the latest laws and government regulations related to the operation of companies.
- Amending existing legal templates.
- Ensuring compliance with the laws and regulations in Bahrain and liaising with governmental offices particularly the Ministry of Commerce, the Ministry of Finance, the Bahrain Investment Centre, Bahrain Chamber of Commerce, The Department of Legal Affairs and various municipalities.

Achievements:

- Created and started the in-house legal department from scratch.
- Recruiting and developing my team.
- Collected debts worth USD 1 Million in eight months from various XXXX.
- Completely updated old company Agreement of Establishment (whose capital is USD 170 Million), Statutes and Board Internal Regulations and presented the amendment to the Chairman and Board in less than 2 weeks.
- Pointed out the discrepancies found in the company's old constitutional documents to the Management and Board and suggested correction.
- Introduced a procedure whereby accident reports are checked thoroughly prior to handing them to the Prosecutors.
- Introduced a system whereby agreements are not signed without checking the credentials of the potential customers first and a security is demanded in the case of new or financially unstable clients.

2006-2008

Qays Al Zubi Law Firm - Lawyer and In Charge of Banks / Companies Incorporation –

One of the top local law firms in Bahrain with 15 lawyers. Areas of practice mainly corporate, banking and finance, and projects and construction. Clients include major banks and financial institutions, multinational companies, private businesses, royalty, individuals and government bodies.

Managing the Firm's Registration Office. Responsibilities include:

- Preparing legal advice – for various sectors such as commercial, banking & finance.
- Drafting & Preparing Shareholder Agreements, capital range USD 1 Million and above.
- Preparing legal memorandums for court cases.

- Issuing all the legal documents / licenses required for investment banks/companies / dealing with Central Bank of Bahrain (CBB)
- Preparing Retainers – Attorney’s services fee.
- Preparing Company's /Bank legal documents like the - Memorandum of Association, the Articles of Association, the Minutes of General Meeting, Power of Attorney and Signatories Form.
- Legalization & Notarization of companies, capital range USD 1 Million and above.
- Researching legal matters / issues extensively especially CBB Rules, Disputes on Agency and Intellectual Property Rights.
- Supervising & Managing two lawyers at the Firm's Company Registration Office
- Other legal work

Achievements:

- Created a shareholding agreement for a joint venture with capital USD 6 Million.
- Created templates for Single Person Company and Limited Liability.
- Created a proper and comprehensive procedure for incorporating companies’ right from the first request by the client till the completion of registration.
- Established and implemented a procedure for checking the objects and names chosen for a new company in liaison with Bahrain Investment Centre.
- Resolved problems for our clients.

2007-2008 (evening) **BIBF, Lecturer** of Islamic Financing, Trust, Banking and Business Laws, Islamic Banking & Regulations and Commercial Companies Law in Bahrain.

1998 - 2004 **Batelco, Controller, Contracts & Materials / Legal Department.**
 Batelco is a leading integrated communications provider in Bahrain and the region. It has been in Bahrain for over 140 years with a workforce of 1500 and an annual turnover of USD 846 Million in Bahrain and MENA in 2008.

Responsibilities included:

- In charge of all legal & contractual issues
- Acted as a Manager for five staff .
- Managing the purchase and supply of all company products & services worth USD 25 Million. Such items included the import of telecommunication systems for company IT and network sections, as well as company internal services such as advertising, catering, custom clearance, legal services.... This involves the tendering, negotiations of terms & conditions and the evaluation & selection of the most competitive supplier
- Handling Front Office commercial projects worth USD 5 Million and sales contracts, all contractual, commercial, business and legal aspects

- Handling lawsuits
- Providing legal and contractual advice
- Liaising with company internal departments for the marketing of telecom systems and the successful implementation of company projects
- Liaising with the government / ministries
- Handling and issuing Purchase Requisitions
- Issuing & expediting Purchase Orders on the Chess and SAP 3.
- Arranging and coordinating logistics of materials
- Resolving any legal problems in conjunction with company lawyers
- Drafting contracts and Service Level Agreements
- Developing contracts templates on the Intranet
- Delivering presentations to users /suppliers on company procedure as well as various topics
- Meeting the objectives of purchasing department
- Enforcing the application of purchasing policies and procedures
- Ensuring the application and implementation of ISO 9000 rules, regulations and procedures
- Acting for department manager which included managing the department as well as supervising five staff
- Submitting monthly reports to senior management
- Ensuring the meeting of set KPI's

Achievements:

- Personally created an efficient procedure for issuing tenders, evaluating and selecting a vendor.
- Updated company's standard terms and conditions.
- Updated company Vendors List.
- Was involved in the creation and implementation of a system for Request for Quotation and Purchase Orders.

1997-1998

Batelco, Officer, Major Customers/Customer Services.
Responsibilities included:

- Responsible for some of Batelco's major accounts and marketing Batelco's products such as leased circuits, telephone lines, faxes, mobiles...etc.
- Liaising between important customers and Batelco's management as well as company engineers
- Handling all customer related issues and ensuring provision of excellent services
- Resolving problems and issues with customers and ensuring the meeting of company services level agreements
- Preparing monthly reports for management

1993 - 1996

National Bank of Bahrain, Marketing Coordinator, Consumer Services Department. Responsibilities included:

- Handling and increasing the cross selling of consumer products such as car and personal loans
- Expanding the sales and marketing of bank products such as savings, current accounts and fixed deposits
- Identifying market opportunities and approaching potential customers on best investment methods
- Handling all front line customer related issues and complaints

1991 - 1993

Standard Chartered Bank, Bahrain, Graduate Trainee Officer
Responsibilities included:

- Handling all consumer products such as car loans, personal loans/Retail banking
- Marketing all current & savings accounts and Fixed deposits
- Managing current Accounts department of 6 staff
- Relief officer for various departments
- Handling Customer Services
- Rotation on Current Accounts/Savings/Off-shore Unit/Communications/LC's/VIP's/Remittances departments

Memberships:

- Member of the ICC Bahrain
- Member of the GCC Arbitration Centre
- Member of the Bahrain Society of Lawyers

Significant Accomplishment

- MBA project on Arab Women and Leadership- A Force-Field Analysis. High score.
- Member of the International Toastmaster Club
- Market feasibility analysis
- Corporate Strategic thinking/SWOT.
- Employee of the month, November 2001, outstanding performance as a staff of Batelco.
- A founding member of 'Tasaa', a centre for the support women's political leadership.
- Familiar with Islamic banking investment tools.
- Class room lecturing

Languages & Skills & Abilities

- Excellent command of Arabic and English, spoken & written.

- Computer literate, Windows 2000 (excellent command of Word, Excel, and Power Point,). Full knowledge of the internet/email
- Full knowledge of SAP.
- Excellent typing skills.
- Excellent Presentation skills.
- Excellent translation skills both Arabic to English and vice versa.
- Excellent writing skills both Arabic and English.
- Excellent analytical, public relations, marketing and interpersonal skills.
- Extremely energetic and achievement oriented.
- Self-motivated, dedicated and hard working.

Interests & Activities

Reading, writing, socializing & and traveling.

References

Available on request