Huda Ismail Mohamed

UAE National

Abu Dhabi

Date of birth 25.07.1974

Mobile No +97150-917 41 36

Email address[**Hudajarman@gmail.com**](mailto:Hudajarman@gmail.com)

|  |
| --- |
| **OVERALL EXPERIENCE** |

Experienced Business Professional holding a Master degree in International law, International Relations and Diplomacy option – International Business law from University of Sorbonne Paris –Abu Dhabi and Bachelor degree in law from United Arab Emirates University, with experience over 15 years in the legal field.

I am seeking challenging career with progressive organization which will utilize my skills ,abilities and education.

**WORK EXPERIENCE**

|  |
| --- |
| **Abu Dhabi Airports Company – ADAC** |

Job title Legal Counsel

Period 20 February 2012 – Present

Reporting Staff General Counsel

**Duties:**

* Providing legal support to the management in all operational and administrative areas.
* Providing written and oral legal advice to ADAC staff, higher management.
* Draft, review and negotiate company contracts, leases, request for proposals and other legal documents.
* Ensure company compliance with laws, polices and government regulations.
* Maintaining appropriate awareness of the legislative and regulatory environment regarding ADAC's operations including proactively monitoring changes to applicable legislation and formulating strategies. procedures and policies in response to legislative changes for implementation by the business.
* Monitoring and contributing to the development of corporate policies,initiatives and objectives as they relate to the legal services provided.
* Developing and assisting in the development of budget recommendations for the legal Department.

|  |
| --- |
| **Abu Dhabi Terminals Company – ADT** |

Job title legal advisor

Period 1 May 2006 to 16 February 2012

Reporting staff General Counsel

**Duties:**

* Provide legal advise to the company directors, other departments in the contractual decision-making and risk identification.
* Review, draft and negotiate various kinds of agreements.
* Active member in the Transition Team to Khalifa Port and Industrial Zone (KIZAD)
* Ensure the implementation and compliance with the company policies and procedures in respect of United Arab Emirates Federal laws and Abu Dhabi Laws.
* Study and apply laws, court decisions, and ordinances and advise on corporate compliance and governance with all statutory and governmental statutes and requirements in order to protect the company interests.
* Advise HR department on various aspects
* Supervise the work of external law firm and consult on the litigation and complex legal transactions.

|  |
| --- |
| **Sea Port Authority –Zayed Port Abu Dhabi** |

Job title: Senior Legal Researcher**.**

Period: 22 April 2000 -31 April 2006

Reporting staff: legal Advisor

**Duties**

* Arranged comparative studies.
* Prepared and deliver high quality legal opinion.
* Drafted , reviewed various types of agreements and leases.
* Worked as an active team-member and contribute in achieving quality results.
* Participated in meetings and negotiations and assists in the preparation of minutes of meetings and reports.
* Handled insurance claims.
* Member of investigation committee.

|  |
| --- |
| **Internship- Al Tamimi & Co law firm Abu Dhabi – UAE** |

Job title: Interim/ Internship

Period : 28. October. 2010 - 28. December.2010

**Duties**

* Researched the laws , legal documents and prepared comparative studies
* Drafted, reviewed bilingual legal documents.
* Analyzed case files

**Education**

* Master degree in International Business law –Sorbonne Paris University – Abu Dhabi 2011.
* Bachelor degree in Law – United Arab Emirates University 1999.

**Skills and Qualification**

* Strong written, oral communication and analytical skills in Arabic and English languages
* Well organized, prompt about meeting deadlines.
* Have great attention to details.
* Have excellent computer skills.

**Languages**

* Arabic Excellent
* English Excellent