

**Name** : Mina Anejar  
**Birth date** : 03/02/01977  
**Nationality** : Moroccan  
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#### **DIPLOMAS**

- **2006/ 2007**: Master's degree in Business law of Pierre Mendes-Grenoble 2 University, France.
- **2003/ 2004**: Master's degree in International Law and International Studies of Hassan II University of Casablanca.
- **1999/ 2000**: Bachelor's degree in Public Law "Internal Administration".

#### **PROFESSIONAL EXPERIENCE**

- **August 2008 – current: Senior Legal Officer at Abu Dhabi Urban Planning Council.**
- **May 2007/ December 2007: Legal Advisor at DAR AL KHIBRA, auditing and legal firm.**
  - Duties include:
    - Assembling and commenting the commercial laws and regulations.
    - Providing legal commercial advices to the office's clients.
    - Assisting the clients in the formation of different types of companies.
    - Convocation of general ordinary and extraordinary assemblies of private and Government companies.
    - Drafting the minutes of the meetings of assemblies and board of directors.
    - Reviewing, negotiating and finalizing different types of agreements for both private companies and government entities.
- **February 2006/ March 2007: Legal Assistant in Besthouse, company specilized in importation and sale of electronics.**
  - Duties include:
    - Dealing with banks for documentary loan (method of payment to the manufacturing companies in Asia).
    - Negotiating the commercial and legal terms with the manufacturing companies and selection of INCOTERMS.
    - Dealing with freight companies, drafting of memorandums of understanding.
    - Dealing with the commercial tribunal and taxes and customs office with regard to the payment of quartely and annual taxes and the submission of the final financial results at the end of the year.

- Correspondence with different official bodies.
- Providing legal advices on complex questions of business, corporate, commercial and labor laws.
- **September 2002/ August 2005: Legal Assistant at Advicenet, company specialised in importation and sale of electronic products.**

Duties include:

- Responding to all legal enquires received from government entities and manufacturing companies.
- Drafting commercial agreements.
- Drafting, viewing & providing advices on legal agreements with customers.
- Dealing with banks, administration of taxes and customs, freight companies.
- Advising the company on legal matters related to business transactions, claims, and legal rights including employment law.
- Keeping up with new local and international laws.

## **TRAININGS AND COURSES**

- Dispute resolution Course - Dubai, December 2011.
- English for Legal Professionals, September 2011.
- Contract Law for Business- Dubai, October 2009.
- July/ August 2006: Hague international of inetrnational law, Hague, Netherlands.
- November 2005/ December 2005: Center of researches of Market's law and international investments (CREDIMI) at Dijon University, France.
- July / September 2001: Direction of Direct Invetsissements and Privatisation, Miniterey of Finance, Rabat, Morocco. Task: Study of the Moroccan chart of investments (including various laws and regulations) and preparation of comparative study of the investment climate covering Morocco, Tunisia, Egypt and Turkey.
- July / September 2000: Legal Department at the POPULAR BANK, Casablanca, Morocco. Task: Review of loans applications and enure their conformity with the current legal laws and regulations.
- Various courses in self-development, positive energy and organization of time.

## **SKILLS**

- Languages:
  - Arabic (mother tongue);
  - French (Fluent: first foreign Language);
  - English (Fluent: second foreign language);
  - Spanish (Basic).
- Computer skills.