



## Khalid Khalfan Muslam Almamari

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### Objective

I am motivated with the ability to work on my own initiative, and work well under pressure. I am outgoing and I have good communication skills and enjoy working with people. I am looking forward to contribute my knowledge and humble experience in a position within a progressive organization and to improve and develop my personal skills in order to achieve my maximum potential.

### Education

#### **Bachelor in Law**

Sultan Qaboos University  
College of law  
Graduated (Jun 2012)

#### **Master in Commercial Law**

Sultan Qaboos University  
College of law  
Expected graduation in January 2016  
(Part time study)

### Work Experience

- **Lawyer & Legal Consultants** at Saud Alharthi Advocates & Legal Consultants **24/06/2012 – 04/12/2012.**

- **Legal Officer at Directorate of Contracts & Legal Affairs** - Ministry of Defense **05/12/2012 – Present.**

- **Certified Arbitrator** at G.C.C Commercial Arbitration Center **13/05/2015 – Present.**

### Responsibilities

- Provide specialist legal and contractual advice, guidance and support to the MOD in connection with the procurement of Main Equipment, Spares, Services and Support.
- Provide advice in the preparation of Procurement Strategies, Statements of Requirement, Tender and Contract Documents, Evaluation Reports and formal submissions to higher authority for Procurement Approval
- Draft and prepare of Invitations to Tender and formal Contractual Agreements for different purposes.
- Negotiate and draft of specialist contractual terms, conditions and schedules to secure the best possible commercial terms for the MOD
- Examine Statement of Requirements and Request for Contract Action to ensure that these meet customer and commercial requirements.

## Responsibilities (Continue)

- Assist in the development, implementation and monitoring of procurement strategies for major equipment procurement.
- Provide legal advice to internal Project Teams responsible for the delivery of major equipment and support.
- Provide assistance with Tender and Bid Evaluation as required by Senior Management.
- Prepare Commercial Reports and Briefing Papers for Senior Management.
- Administrate contractual agreements and the monitoring of contractors performance.
- Draft of commercial and contractual correspondence to Defence Suppliers and external organizations.
- Provide support and assistance with the development of the commercial team.
- Review and evaluate reports and studies related to the Directorate and make necessary recommendations.
- Assist and provide advice during Projects evaluation and negotiations.
- Coordinate with the Services within MOD.
- Assist in the day-to-day affairs of the Directorate.
- Follow up contracts implementation.
- Additional legal and contractual tasks and duties as required by Senior Management.

## Additional Responsibilities

In addition to my responsibilities, I have engaged, on several occasions, as the Assistant for the Director to the Director of Contracts & Legal Affairs. I discharged the onerous responsibilities to the complete satisfaction of the Director of Contracts & legal Affairs and earned his commendation for the mature approach displayed by me.

## Honors & Achievements

**May 2015/** Certified Arbitrator at G.C.C Commercial Arbitration Center.

**(2008/2009) & (2010 & 2011)/** Certificate for Excellent student distinguished scientific for two academic years.  
(2011)/ Royal Grant for Excellent student distinguished scientific in a trip in UK & Ireland.

**Job Evaluation** Excellent evaluation for all my experience years at work.

**TOFEL IBT** I got 79 degree in Test of English as a Foreign Language (TOFEL).

**Legal Training Courses**

I got more than 10 legal courses in different sites in oman and in the interview I will present them.

**English Training Courses**

**Oman POLYGLOT Institute** August 2010.

**British Council – Oman:**

August 2006.

August 2007.

October & November 2009.

12/11/2013 – 22/01/2014.

28/01/2014 – 24/03/2014.

30/03/2014 – 22/05/2014.

28/05/2014 – 22/07/2014

**Computer skills**

- MS Word, MS Excel, MS Access, MS PowerPoint.
- Excellent in Browsing the Internet and other Network Applications.

**Languages**

Fluent speaking and written in Arabic & very good in English.

**Interests**

- Participating in sporting activities including football, volleyball and swimming.
- Reading and improving computer skills including surfing the Internet.

**References**

Available upon request