**CURRICULUM VITAE**



**Educational and Professional Credentials**

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| ***Certificate Name*** | ***Organization and Place*** | ***Special / Credential*** |
| **1. Bachelor of law (L.L.B)**  **(Lawyer & Legal Advisor)** | **Aleppo University – 2004** | * **Corporate & civil law** * **Commercial** * **Construction** * **Real Estate** |
| **2.Member in Syrian bar association** | **Syria** | **Attorney License** |
| **3.Certificate of International Arbitration** | **Qatar Chamber of Commerce and Industry** | **Corporate Contracts Law** |
| **4. CLYDE & CO International Law Firm** | **Qatar Financial Centre Authority (QFC)** | **Legal Practice (Training Program) Certificate** |
| **5. Annual International HR Development Conference certificate** | **Doha - Qatar** | **HR Development Conference** |

**Career Overview**



**Professional experience**:

**KCT/UCC/LBDI Group of Companies** - <http://www.khayyat-qa.com/> <http://urbacon-intl.com/> <http://www.lbdi-intl.com>

**KCT/UCC/LBDI Groups (1-** [Khayyat Contracting & Trading](http://www.khayyat-qa.com/) KCT 2-[UrbaCon Trading & Contracting UCC](http://www.urbacon-intl.com/) – 3- [LBDI Holding Loyalty Business Development and investment )](http://www.lbdi-intl.com/) **are fast-track world-class construction and management services to abroad range of clients across Qatar and The GCC**

[**www.urbacon-intl.com/**](http://www.urbacon-intl.com/)[**www.khayyat-qa.com/**](http://www.khayyat-qa.com/) **www.lbdi-intl.com/**

**Position**: **Legal Affairs Manager** Since 28/04/2012 up to Present







**Job Description:**

* Legal advice on business issues and company strategies, selecting and overseeing the work of outside counsel, drafting and editing complex commercial agreements, ensuring the company operates in compliance with applicable laws and regulations.
* Legal protection of company’s assets and properties.
* Drafting, reviewing and revising incorporation documents including Memorandum and Articles of Association, Shareholders' Agreements, Increase of Capital, Change in Shareholding documents, Power of Attorney and other.
* Responsible for establishing new companies even overseas branches of the group (UAE – KSA – Morocco – Turkey – Oman ) such as One Person Company, With Limited Liability Company, Holding Company, Join Venture Company etc.
* Managing the legal function of the company and providing the upper management with effective legal advice on handling litigation on business issues and company strategies and other legal matters involving the company.
* Ensure the accurate, reliable and timely issuance of contracts in accordance with company policies and all local statutory requirements.
* Responsible for all Legal affairs, dispute resolution and litigation, legal advice, management and drafting of all legal and property contracts.
* Prepare briefs, complaints, motions and other court documents.
* Labor and benefit issues, drafting and NEGOTIATING contracts and settlement agreements, such as joint venture agreements, government contracts, sales and purchase contracts, and providing litigation support.
* Implement company's policies related to corporate work and provide support to all other functions in relation to documentation required for the implementation of its policies and standards.
* Conduct legal research to provide legal advice to all functions in relation to all corporate, civil, commercial and labor law queries that are raised.
* Act as liaison across all functions to ensure providing high level of quality to the functions while maintaining company rights.
* Checking and providing legal authorization on year ended balance sheet.
* Developing and recommending policy and position on legal issues.
* Managing the activities of the legal staff such as PRO, GLO and Lawyers.
* To coordinate with all disputes resolution through negotiations and arbitration, manages all legal and relevant litigation work.

**AFRINA for Trading – Constructions -** [**The Pearl - Qatar**](http://www.afrina.net/default.asp?action=article&ID=21) **– SABBAN Towers -** [**www.afrina.net**](http://www.afrina.net)[***www.udcqatar.com***](http://www.udcqatar.com)

The one of the biggest construction company in Qatar specialized in high rise Towers and Buildings at **Qatar Pearl Island (UDC)**

**Position: Legal Consultant - lawyer -public relation from 6/12/2007 up to 1/04/2012**

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**Job Description:**

* As legal consultant of AFRINA company, I provided with professional legal and consultancy advices through the following the counsel processors and questions on legal bases.
* Responsible for ensuring the company complies with all legal requirements and controls its liabilities and risks appropriately.
* Legal advisor & coordinator with all internal departments in the company (procurement – finance – HR etc.) to Assist seniors in providing written expert opinions to all Company Departments, and directing the company legal activities.
* To control and adjust all legal aspects of the main contracting agreement with UDC (united development company W.L.L) and commitment to its articles.
* To handle the making of legal letters, memos & replies when required.
* Expert with all insurance cases (Risk management ) regarding all kind of compensations (Contractor's Plant & Equipment CPE – vehicles – Workmen's Compensation - Group Life insurance - accident of labor ) plus, collecting all kinds of insurance claims from insurance companies.
* To Explain and elaborate laws and legislation that have direct or indirect impact on the company’s activity.
* To follow up the staff affairs as per Qatari labor law (Resignation – Termination- Vacations – END OF SERVICE Etc. )
* Legal consultant to prepare for claims and litigation and instructing external counsel & Lawyers.
* To represent the company in the court and Following up cases
* To Review customer and supplier terms and conditions, together with a range of other commercial agreements.
* – To support and provide legal advice on the protection of Intellectual property rights (IP) of the Company: e.g. Trademarks, Trade names, Trade license logos, systems etc. - Background with FIDIC forms Conditions of subcontracts to dispute resolution with our client sub-contractors.
* Legal advisor and responsible for Qatari and Foreign Companies.
* Represent company directly in certain matters that relate to the police and public prosecutions as required.
* Carry out any other duties as assigned by the GM or where appropriate the clients.

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**- Sabban property Investment L.L.C ( Porto Arabia Lifestyle )**

**- Life Style Homes & Properties W.L.L**

**** [**www.lifestylehomesqa.com**](http://www.lifestylehomesqa.com) ***/* [www.sabbantowers.com](http://www.sabbantowers.com)**

**Position:Legal Advisorfrom 6/12/2007 up to 1/04/2012**

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Sister company of AFRINA Trading & Construction Company specialized in homes and properties Marketing of SABBAN Towers in Qatar-Pearl Island

**Job Description:**

* To establish, maintain and manage the real-estates with a legal precedent system, including maintaining a record of all original signed agreements, securing originals for safekeeping, and distributing copies to interested Departments.
* Sales and Purchase agreement (SPA), Mortgage and Leasing documentations reviewing.
* Mediating with parties to seek an amicable settlement of disputes.
* To provide advice on legal matters to protect Real Estates interest by compliance with all applicable statutes, rules and regulations and minimize liability.
* To review all documentation for sale & re-sale contracts, monthly payments and regular premiums contracts, Draft Standard clauses and Agreements when needed.
* Work closely with high level management / Life Style management team to resolve commercial and legal issues arising out of daily sales operations.
* Assistant the CEO and MD with review of all new investment and business proposals and provision of implications of new projects developments.
* Follow-up the issuing of the property licenses deed of the apartments in the towers to ensure that all agreements are entered into by Real Estates is properly executed by its duly authorized representatives.
* Dealing seriously with customers to achieve the greatest possible profits.

**- Al Mohanadi & Partners  Lawyer and Legal Consultant**

**- Bahzad Law Office**



**Position: Legal consultant** from 1/02/2007 up to Present (**Part Time**)

**Job description:**

* Writing memorandums & drafting legal documents with analyzing complex legal and business situations and develop legal and strategic recommendations, in a timely manner.
* Assist the companies in general compliance and regulatory work.
* Experience with providing contractual legal advice in Common Law jurisdictions.

**BIBTEX CO** for Texture Industry Company *Aleppo – Syria* ***-*** [***www.bibtex.net***](http://www.bibtex.net)

**Position*:* Advocate *–*** from 1/6/2005 to 1/12/ 2007

**Job description:**

* Responsible for all legal proceedings inside and outside the company.
* Legal experience in a civil - commercial and firm’s environment.
* Enjoy a good ability to build constructive social relations.
* Negotiation skills, Communication and inter-personal skills.
* Problem solving - Management skills - Decision making.
* Logical thinking and an analytical mind. Plus enthusiasm persistence, and willingness to work hard.

**Other Qualifications**

*Experience in:*

- All Microsoft office applications (MS).

- ERP - Focus

- Internet explorer.

- Qatari driving license - valid up to 14/14/2019**.**

**Efficiency of language: (Trilingual)**

* Arabic **/ Fluent** (spoken & written)
* English **/ Fluent** (spoken & written)
* Bulgarian / **Good**

**Personal Info**

* **Name: Mostafa Bitar**
* **Nationality: Syrian**
* **Marital Status**: Married
* **Age & Date of birth:** 35 years
* **Residency:** Qatar, Work Visa (Transferable)
* **Address:** Doha - P.O. Box: 207410
* **Contact Number:** 00974 - 55816602
* **Email:** [**mostafabitar80@hotmail.com**](mailto:mostafabitar80@hotmail.com)

**References can be proposed upon request**

I hereby certify that, the above given particulars are true and correct to the best of my knowledge.

**Mostafa Bitar**

**Legal Affairs Manager**