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| Samer Mubaidin  **Legal Operations/ HR Management**  Targeting challenging assignments in Legal Operations – Reviewing International Agreements, Human Right Issues, Legal Advice & Aid  Industry Preference: NGO/Humanitarian/Law Firms/Any  Location Preference: Jordan/North America/Europe/Gulf/Fareast  sameedeen@yahoo.com  0096897093422  Industry Preference: NGO/ Humanitarian/ Law firms/ Any  Location Preference:North America/ Europe/ Gulf  sameedeen@yahoo.com0096897093422  IMG_0277 |
| knowledge24x24iconsProfile Summary |
| * A result-oriented with **nearly 19 years** of rich experience in Legal Affairs & HR Management * Possess in-depth knowledge of employment law; experienced to work in flexible and ambiguous conditions; to exercise sound timely judgment and take relevant action as required * Excellent capabilities to manage multiple tasks and administrative details in a fast paced * Comprehensive experience in implementing operational legal policies involving extensive planning & implementation of effective control measures for legislations & contracts * Skilled in drafting various legal documents and representing clients before courts, tribunals and regulatory authorities * Track record of management and coordination of CSR activities for corporate as well as vertical sites from employ engagement to community development * Skilled in writing reports regarding Human rights and social development issues * An excellent communicator with effective negotiation, managerial skills and capabilities to relate to people across all hierarchical levels in the organization and motivate them towards the achievement of organizational objectives |
| edu24x24icons Education |
| * B.A. (LLB), Law, University of Jordan in 1995 |
| core24x24icons Area of Excellence |
| |  |  |  | | --- | --- | --- | | Litigation Matters | Negotiations & Contracts | Legal Documentation | |  |  |  | | Advisory Services | Liaising & Coordination | HR Management & Employment law | |  |  |  | | Team Management | Human Right Issues & Legal Advice | International Agreements | |  |  |  | |
| career24x24iconsCareer Timeline (Recent 7)    **Jun’14 till date** Ministry of Social Development, Sultanate of Oman as Legal Expert & Legal Consultant  **Jul’07- Jun’13**  International General Insurance, Jordan as Assistant HR Manager  **Oct’13-Jun’14**  Armouti Associates, (Law Firm), Jordan as Lawyer  **Jun’06- Jun’07**  Alia Group Company, Jordan as HR Manager  **Apr’00- Apr’02**  Law Firm, Jordan as Lawyer  **Apr’02- Jun’06**  Ministry of Labor, Jordan as Legal Adviser  **Jan’99- Apr’00** UNHCR, Jordan as Protection Officer   |  | | --- | | exp24x24icons Work Experience | | **Jun’14 till date** | | **Ministry of Social Development, Sultanate of Oman as Legal Expert & Legal Consultant to the Minister of Social Development** | | **Key Result Areas:**   * Managing all legal matters and instituting systems and legal practices to secure the best interests of the ministry * Providing opinions regarding human right issues; giving guidance regarding legal cases; proposing professional written and oral legal advice to the minister * Providing practical legal assistance in drafting reports regarding the implementations of international human rights agreements in Sultanate of Oman * Structuring, drafting & inspecting the legal documents along with the preparation of cases, complaints & legal notice, petitions, appeals, written statements as per applicable laws * Assisting the ministry to comply with all various legal matters & requirements * Developing procedures, service standards as well as operational legal policies involving extensive planning & implementation of effective control measures * Studying & reviewing the responses to UN about the implementation of international agreements * Assisting in all the legal matters and advising in legal documentation, negotiations and agreements * Participating in amending laws related to the ministry’s work * Participating in preparing the minister’s correspondences * Conducting researches focusing in monitoring human rights & social development   **Oct’13-Jun’14**  **Armouti & Associates, (Law Firm), Jordan as Lawyer**  **Key Result Areas:**   * Evaluated findings and developed strategies and arguments in preparation for presentation of cases * Drafted, reviewed, revised and negotiated contracts, including employment contracts, confidentiality agreements, agency agreements, licensing agreements * Reviewed, prepared and presented a wide range of cases in Court * Interpreted and applied legislation and precedent; evaluated and assessed evidence; and exercised judgment with regards to the potential success of a case * Identified and analyzed legal issues; negotiated and drafted key documents * Provided employment legal advice * Responsible for drafting and reviewing employment documentation such as offer letters, workplace rules and policies * Provided legal advice and counsel regarding commercial transactions * Conducted extensive research work, managing procedural aspects in various courts, interacting with advocates/solicitors, briefing, giving them instructions and preparing them for trials | | **Jul’07- Jun’13** | | **International General Insurance, Jordanas Assistant HR Manager-Head of HR Department** | | **Jul’06- Jun’07**  **Alia Group Company, Jordan as Head of HR Department**  **Key Result Areas:**   * Interfaced with Management and Heads of Depts. for updating HR policies & procedures in line with core organizational vision & objectives * Supervised core HR profile including Recruitment, Performance Appraisal, Manpower Planning, Training & Development for the complete group * Resolved employees grievances in a prompt and effective manner; maintained effective relations with staff across all hierarchical levels through continuous engagement initiatives such as role enrichments, feedback sessions * Controlled & liaise with the personnel for training and development activities * Supervised employee’s benefit program responsibilities by directing the administration of the company’s health insurance and life insurance plans * Collected periodic key performance measurements and maintained HR metrics for executive reporting to various strategic and organizational development initiatives * Developed and coordinate human resources policy & procedures manual, reviewed all items for consistency of style and content; administered compensation, benefits and performance management systems * Liaised with government officials in order to issue work permits for expatriates working for the company as well as all other legal matters as and when they arise * Formulated HR strategies and aligned them with the corporate objectives; planned and conducted new employee orientation to foster positive attitude toward organizational objectives * Organized employee orientation/inductions to inform new employees about organizational structure, culture, policies and procedures; supported smooth implementation of HR policies with culture diversity and engagement & connect   C:\Users\apeksha.sood\Desktop\VR EDITABLE\Icons\workexperience24x24icons.png Previous Experience  **Apr’02- Jun’06**  **Ministry of Labor, Jordan as Legal Adviser**  **Apr’00- Apr’02**  **Law Firm, Jordan as Lawyer**  **Jan’99- Apr’00**  **UNHCR, Jordan as Protection Officer**  **Jan’97- Apr’00**  **Trainee Lawyer**  C:\Users\apeksha.sood\Desktop\VR EDITABLE\Icons\Training-Attended24x24icons.png Trainings   * **Attended Trainings on:** * Arbitration- GCC Commercial Arbitration Center * International Commercial Agency-American Language Center * International commercial Arbitration-American Language Center * Instruction in (Law of international Sale of Goods)-American Language Center * Training course on refugee issues and human rights –national center for human rights in cooperation with (UNHCR) * Training course on the International labor standards –ILO (international labor organization) * Excel course -STS * Tofel exam * Professional Human Resources training course PHR/SPHR–Morgan authorized training center from (SHRM) * International protection of human rights training -International human rights law institute (DePaul University College of law-USA)   C:\Users\apeksha.sood\Desktop\VR EDITABLE\Icons\itskills24x24icons.png IT Skills   * Possess excellent knowledge in Microsoft Applications &Payroll Systems | | personaldetails24x24icons Personal Details | | **Date of Birth:**28th June, 1973 | | **Languages Known:** Arabic & English | | **Address :**Amman, Jordan  **Nationality:** Jordanian  **Marital Status:** Married  **No. of Dependents:** 2  **Visa Status:** Permanent  **Driving License:** Yes | |