**Curriculum Vitae**

**Mourad Mohamed Mahmoud Al seminy.**

**Abu Dhabi**

**Tel: +971 554376796 UAE**

**E-mail:** [**morad\_advocat@yahoo.com**](mailto:morad_advocat@yahoo.com)

**Nationality: Egyptian.**

**Marital status: Married**

**Date of Birth: June 1, 1979**

**Profile: I am a highly motivated individual with a keen eye for detail. I am looking for an opportunity to prove my worth and advance my career as far as possible. I consider myself to be an effective team player with excellent leadership skills and an analytical approach to the solving of problems. I am fully experienced with the duties of Office Manager or Executive/Personal Assistant, Office Staff position.**

**Education: Bachelor of Laws, Ain Shams University, 2000**

**Degree: Good.**

**Diploma in Computer Science MEC (Master Education Centre)**

**Successfully completed English courses from MEC AND BRITECH COUNSIL ELIMENTRY LEVEL**

**Skills English: Good.(Speaking and Writing)**

**Computer Skills: Windows, Word, Excel, PowerPoint, Internet.**

**Definition**:

**1 / Restricted Egyptian Bar Association and the degree of limitation for appeal and the High Council of State**

**2 / member of the Council of the Bar Association elected Giza ((member of the union committee's lawyer Bulaq Dakrur previously))**

**3/15 years of experience to exercise the legal profession in various branches of law and as a legal adviser**

**4 / Looking for a chance to prove my worth and IMPROFE career as much as possible**

**5 / Consider myself to be an effective team player with excellent leadership skills alongside the ability to take an analytical approach helps to solve problems**

**Experience and ability:**

**- Training law firm's office after graduation and passing the training for two years**

**- Work as a legal adviser for more than company**

**- Experience in various branches of law and issues between commercial and civil cases and issues of rents and labor issues and issues of personal status and criminal cases**

**- Long experience in writing different types of contracts, memos and legal proceedings , claims ,consulting and drafting settlements**

**- Ability to review contracts and legal briefs**

**- The ability to give advice on a wide range of attitudes and legal issues in an orderly manner**

**- The ability to coordinate with the external lawyer, if necessary**

**- Support in matters relating to compliance and risk management**

**- Take care of the cases and according to the procedures and rules applicable in the scope of work**

**- Providing assistance to agencies and individuals and companies in the formulation of policies and support**

**Legal expertise within the State of United Arab Emirates**

**- Serve as legal adviser to one of the law firms in the Emirate of Abu Dhabi four years ago and to date and while it has been working with lots of different kinds of trade issues as well as various types of civil cases, Renting, penal and labor and dealing with a lot of big companies in the UAE.**

**- Be able to interview clients, whether individuals or companies and the representation office honorably and make a good impression and the ability to represent the office or company and defend their cases in front of experts in various types of cases.**

**- Ability to work on issues of various kinds since the beginning of the case until the end of a comprehensive and all stages of the proceedings since the writing claim till cassation appeal.**

**- Described as integrity and honesty, which gives the ability to gain the confidence of the client and the client and the ability to put miscellaneous solutions in front of the client and the client to resolve the problems and issues.**

**- Ability to communicate with the client and the client permanently and continuously including the client feel that he is always the most important.**

**References: Available upon request.**