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| Abdullah M. Mamoon Almurad |

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| **Contact details:** | Mobile N.: 050 9339131  Email: Abdullah.M.Almurad@gmail.com |
| **Personal Details:** |  |
| Date of Birth: | 13th July 1990 |
| Nationality: | Syrian |
| Marital Status: | Married |

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| Profile |

A competent, hardworking and adaptable professional, looking to secure a challenging role that will allow me to utilize my skills to forge a longstanding career within a forward thinking firm.

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| Education |

**2014-Present** Preparation of Master in Private Law, Al Ain University for Science

and Technology(AAU), Al Ain UAE

**2011-2014** Bachelor of Law (L.L.B.), Al Ain University of Science and

Technology (AAU), Al Ain UAE

**2008** Scientific Institute High School, Al Ain, UAE

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| Work Experience |

**Oct/2015 – Mar/2016:**

Trainee at Galadari Advocates & Legal Consultants.

Contributed by drafting legal advices and memorandums and pleas for cases being heard before the Courts of First Instances and the Court of Appeal.

**Feb/2011 – 2015:**

**Clark at the AlFares Pharmacy (Al Ain),** working as a sales representative. Since then

I have handled several tasks including,

* Serviced existing accounts, obtained orders, and established new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
* Adjusted content of sales presentations by studying the type of sales outlet or trade factor.
* Focused sales efforts by studying existing and potential volume of dealers.
* Submitted orders by referring to price lists and product literature.
* Kept management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
* Monitored competition by gathering current marketplace information on pricing, products, new products, delivery schedules, merchandising techniques, etc.
* Recommended changes in products, service, and policy by evaluating results and competitive developments.
* Resolved customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.
* Maintained professional and technical knowledge by attending educational workshops and reviewing professional publications.
* Provided historical records by maintaining records on area and customer sales.
* Contributed to team effort by accomplishing related results as needed.

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| Languages: |

Arabic: Speaking and writing (native speaker).

English: Speaking and writing (intermediate).

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| Computer Skills |

Excellent use of Microsoft Office and Internet.

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| Other Information |

*Key Competencies and Skills,*

* Initiative and commitment to achieve
* Organizing for result
* Attention to details and quality
* Ability to work as part of a team or individually to make decisions
* Adherence to deadlines, ability to prioritise tasks
* Motivated, self-assured and a forward planner
* Co-operative, provides direction and contributor to the team
* Approachable, diplomatic and professional

*Extracurricular Activities,*

* Holding professional certificates issued by the Abu Dhabi Commercial Conciliation and Arbitration Centre & the GCC Commercial Arbitration Centre-Abu Dhabi- United Arab Emirates:
* Apr/2016, “Practical Courts Proceedings”
* Apr/2016, “Execution and Revocation of Arbitration Awards”
* Mar/2016, “The issuing methodologies and wording principles of Arbitration Awards”
* Feb/2016, “Arbitration Proceedings & Hearings”
* Feb/2016, “Drafting principles of the Arbitration Agreements”
* Jan/2016, “Arbitration Concept as an alternative dispute resolution and its legal nature”
* Dec/2015: Certified as Sharia Advisor and Auditor (CSAA) for 32 credit hours, I have passed the exam assigned, Minhaj Shariah Financial Advisory, AAOIFI – Dubai, United Arab Emirates
* Oct/2015: Completed a course on skills for dealing with the public, Continuing Education Centre, Al Ain University of Science and Technology – Al Ain, United Arab Emirates
* Aug/2014: Completed a course of legal drafting assets - Continuing Education Centre, Al Ain University of Science and Technology – Al Ain, United Arab Emirates
* Sep-Jan/2010 Attended a course in Fundamentals of Management, UAEU
* Sep- Jan/2010 Attended a course in PRINC of Finance ACCT, UAEU
* Jan/2010 Passed The IELTS (International English Language Testing System) from the British Council with a total score of 5.
* Feb-Jun/2009 Attended a course in English for Business, United Arab Emirates University, UAEU
* Feb-Jun/2009 Attended a course in Fundamental of MIS, UAEU

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| References |

Detailed qualifications and references are available upon request.