

MANEA ALHARRAN

Abu Dhabi, UAE • +971.558087766 • man3e.lawyer@gmail.com

CAREER OBJECTIVE

Versatile, enterprising legal professional with over 10 years of rich experience as legal advisor with reputable firms in the UAE in providing a wide range of legal & commercial services and support, facilitating clients in successfully managing their business affairs. Proactive professional skilled in understanding client requirement and providing reliable services in legal drafting, corporate affairs, contract administration, litigation and dispute resolution. Successful, achievement-driven professional, seeking a challenging assignment to utilize acquired skills and knowledge and deliver outstanding results aligned to organizational goals and objectives.

SKILLS

- Law, Legal Services, Legal Advisory
- Commercial Law, Contract Documentation, Commercial Advisory
- Legal Documentation – Drafting, Reviewing
- Commercial Paperwork – Drafting, Processing
- Litigation – Primary and Appellate Courts
- Corporate Affairs – Company Formation, Company Classification
- Civil Law, Dispute Resolution, Commercial Arbitration
- Client Relations, Client Services, Client Satisfaction
- UAE Law, Statutory Compliance
- Business Development, Business Growth
- Stakeholder Relations, Communication, Leadership, Interpersonal Relations
- Problem Solving, Decision Making, Planning, Execution

PROFESSIONAL EXPERIENCE

Legal Advisor, May 2015 to date

Gulf International Office for Consultancy and Debt Collection (Abu Dhabi, UAE)

Highlights:

- Prepared more than 20 legal memos and reviewed and redrafted numerous commercial contracts fulfilling client requirements.
- Advised and assisted several clients in negotiating with banks and reaching cash settlements against pending debts.
- Drafted petitions for and won numerous urgent and temporary cases before various courts and forums.
- Led sustained negotiations with one of the largest companies in Abu Dhabi for settling a commercial dispute and secured significant amount / payment for a client.

Key Responsibilities:

- Provide professional legal advice to clients on a wide range of matters including civil, commercial, personal affairs and criminal being pursued in primary and appellate courts.
- Discuss in detail with clients and case defendants all aspects of the legal matter under litigation and provide appropriate advice on the best course of action.
- Support clients across all stages of court proceedings with legal and documentary assistance to the arguing advocates to secure client's rights.
- Prepare a variety of legal documents – legal memos, petitions, commercial contracts – as per client briefs and requirements complying with applicable legal provisions.
- Review all pending cases and legal matters, prepare weekly work plans and ensure all tasks are completed within deadlines to meet the clients' as well as the firm's objectives.
- Participate in business development activities including scanning the market for business opportunities and following up legal and legislative developments for identifying new business streams.
- Maintain accurate records of all law suits, negotiate fees with clients and follow up on time realization of fees and resolution of issues raised by clients.
- Track judgments in the Supreme Court of UAE and use appropriate case details for beneficial representations in ongoing litigation in courts.
- Maintain productive professional relations with all clients ensuring prompt and efficient service and issue resolution earning good will for continual business.

Legal Advisor, January 2014 – May 2015
Al-Mithaq Law Office (Abu Dhabi, UAE)

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Highlights:

- Contributed to the preparation and drafting of numerous legal memos as well as commercial contracts
- Assisted several clients in negotiating with private parties for resolving commercial disputes and reaching cash settlements.
- Drafted petitions for and won several urgent and temporary cases in various courts and forums.
- Prepared legal documents including briefs related to litigation in primary and appellate courts for civil, commercial, personal affairs and criminal cases.

Key Responsibilities:

- Provided a comprehensive range of legal services to clients of the office including legal advisory and litigation support on civil, commercial, personal affairs and criminal matters.
- Reviewed the client's cases, analyzed all facts on record and provide sound professional advice on the best and appropriate course of action to secure their interests.
- Prepared and drafted all types of legal documents including legal memos, briefs, claims, commercial contracts and court pleadings ensuring accuracy and compliance with legal requirements.
- Assessed requirements for litigation on various matters, coordinated with clients in registering cases in the appropriate court/forum and followed up progress for quick and satisfactory settlements.
- Provided required legal advice and documentation and participated in negotiations with various private parties for settlement of commercial disputes on behalf of clients.
- Advised clients on a wide range of commercial matters including finalization of business deals and contracts ensuring assessment and mitigation of legal risks.
- Reviewed judgments issued by higher judiciary including the Supreme Court to gather case materials for effective use in ongoing litigation.
- Built and sustained good professional relations with clients through cost effective service delivery and prompt settlement of issues for generating sustained business.

Legal Advisor/Legal Researcher, November 2010 – December 2013

Avolinio for Company Management/Avolinio for Dealings Follow-up (Abu Dhabi, UAE)

Key Responsibilities:

- Provided legal advisory and documentation support to clients for setting up companies and obtaining suitable classification from authorities as per applicable UAE laws.
- Managed administrative services related to the business of clients including maintenance of statutory records, filing of returns and ensuring validity of licenses and permits.
- Assessed requirements of clients and drafted all types of commercial paperwork for companies including contracts, agreements, memorandums of agreement, claims and correspondence.
- Liaised with government departments including Economic Development and Labor, Municipality and insurance companies on behalf of clients.
- Assisted clients in obtaining required licenses and permits, visas and work permits and health insurance for their employees and staff as per UAE laws.
- Monitored and ensured that the clients complied with all legal and statutory requirements for conducting business in the UAE including licensing regulations, labor regulations and taxation requirements.
- Participated in business development by identifying prospects arranging meetings and presenting the capabilities of the company and various services provided.
- Evaluated various processes and systems and implemented modifications to improve the quality of services provided to clients increasing client satisfaction.
- Tracked markets, identified new business opportunities and recommended action plans to achieve the company's growth objectives.

ADDITIONAL ONGOING ASSIGNMENT

- **Legal Advisor to Managing Director**, Nofaset for Business Services

EDUCATION

Law College, Damascus University, Syria

Bachelor's Degree in Law – LL.B

Grade: Good

PROFESSIONAL DEVELOPMENT

CERTIFICATIONS

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- March 2016: Professional Certificate in Dispute Resolution and Commercial Arbitration (GCC Commercial Arbitration Centre, UAE) – 96 hours Arbitrators' Qualification Development Program

TRAININGS AND WORKSHOPS

- 2014: Paperwork and Writing Legal Memos (3-week Online Course)
- 2014: Writing Legal Contracts (2-week Online Course)
- 2013: Building a Legal Mentality (4-week Online Course)
- 2014/2013/2012: English Language Courses (British Council, Abu Dhabi, UAE)
- 2012/2011: English Language Courses (KING's School of English, Abu Dhabi, UAE)
- 2011: International Computer Driving License – ICDL (ICDL GCC Foundation)

PERSONAL INFORMATION

- Date of Birth: 1980
- Language: Fluent in Arabic and good in English