

HAMZA ALNAIMAT

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Phone: +974 33641866 (Qatar)

(CURRICULUM VITAE)

LEGAL PRACTICE EXPERIENCE:

Nov. 2011 to Date *LEGAL ADVISOR*

Al Jaber Engineering LLC

P.O Box 22801 Doha Qatar

Key Responsibilities:

- Providing Legal advice and opinion, and updating the Executive Management in accordance with Local, Regional and International Laws.
- Attending meetings on behalf of other entities to resolve and settle the Legal claims.
- Drafting and Negotiating Contracts accurately and within the timeframe.
- Conducting initial meetings with disputants to outline the Arbitration process, settle procedural matters such as witness numbers and time requirements.
- Verify JEC businesses in complying with the State of Qatar Legal requirements.
- Manage both internal and external Legal Resources.
- Handling, drafting, attend Board of Directors' meetings and general assembly.
- Responsible to provide effective Legal assistance on issues such as Employment Corporate Governance, disputes and contracts.
- Handling the registration of Local and Foreign Companies and follow up daily Legal, Financial, and Administrative issues related to the registration process.
- Advise JEC Executive Management on minimal liability/ Legal exposure and research the implications of Legislation and case laws that could impact JEC business and reposting findings back to JEC Executive Management.

- Work with other sections of the company on certain projects such as Insurance Policies.
- Review all Legal Documents to make sure they are effectively drafted and interpreted.
- Manage the external legal counsels representing JEC in Court Actions in any jurisdiction.
- Oversee and review work carried out by the external legal counsel.
- Handling the legal issues of the following subsidiaries below:
 - Al Jaber & Makhoulf
 - Arabian Specialized Material Co
 - Arabian Supply Center
 - Emirates Concrete & Steel Coating Works WLL
 - AL Wataniya Concrete
 - Delmon Scaffolding WLL
 - Confidence Equipment & Transportation (CET)
 - Building Information Technology (BIMTEC)
 - International Drilling Group (IDG)
 - Stream Acoustic and Thermal (SAT)
 - Specialized Building Material
 - Hydroserv LLC
 - Urban Concept LLC
 - Vijay Arabia Security Systems LLC
 - TMS
 - INNOVATIVE SECURITY SOLUTION
- Handling the legal issues of the following joint ventures below:
 - Barwa Financial District Qatar – (Bouygues – Midmac – AlJaber Engineering LLC)
 - Internal Security Force (LEKHWIYA) – (AKTOR S.A – AlJaber Engineering LLC)
 - Dubai Tower – (Al-Habtoor - AlJaber Engineering LLC)

- Doha Metro/Gold Line Project – (ALYSJ JV) (Aktor S.A. / Larsen & Toubro Limited/ Yapi Merkezi Insaat VE Sanayi Anonim Sirketi / Sezai Turkes Feyzi Akkaya Marine Construction (STFA)/ Aljaber Engineering)
- New Orbital Highway Package (Leighton Contracting Qatar WLL– Aljaber Engineering LLC Joint Venture).

Feb. 2010 to July 2011 **ATTORNEY AT LAW (TRAINEE)**
Faroq Al- Kelany Law Firm

Probationer at Jordan Bar Association under the Supervision of Former Chairman of the Judicial Council of Jordan and Cassation Court of Jordan, Advocate Faroq Al - Kelany.

Key Responsibilities:

- Phases and Development of Lawsuit are presented to the clients both in verbal and written forms.
- Handling various lawsuits and provided consultation on their proceedings.
- Handled the registration of Local and Foreign Companies and follow up daily Legal, Financial, and Administrative issues related to the registration process.
- Pursued arbitration cases in cooperation with a foreign lawyers and Law firms.
- Considerable exposure to client handling and making preparation for Legal cases.
- Drafted and reviewed agreements and contracts such as shareholders agreements, Companies' Articles of Association and Memorandum of Association, Joint Venture, and Service agreements.

May 2008 to July 2009 **UNDERGRADUATE RESEARCH ASSISTANT**

Institute for Intelligent Systems –University of Memphis, TN, USA
Project Name: Language Across Cultures

This project investigates the language and discourse patterns of English, Chinese, Spanish, and Arabic texts using computerized text analysis tools. Specifically, the researchers were interested in analyzing discourse patterns in various corpora such as newspapers, speeches, and conversations to elucidate the leadership style, personality, and social status of leaders.

March 2007 to Feb 2008 *ATTORNEY AT LAW (TRAINEE)*

Bader Alnaimat Law Firm

Probationer at Jordan Bar Association under the Supervision of Former Judge of First Instance Court (Western Amman), Advocate Bader Alnaimat.

Key Responsibilities:

- Phases and Development of Lawsuit are presented to the clients both in verbal and written forms.
 - Work in cooperation with other Law firms, persons, and Institutions that are experts in their fields at National and International Level in order to provide a Never Ceasing and Rapid Service and present this service to clients with different Legal fields.
 - Handling various lawsuits and provided consultation on their proceedings.
 - Pursued Insurance Cases for well-known Insurance Companies particularly in field of Marine Insurance Litigations and Life Insurance.
 - Handled the registration of Local and Foreign Companies and follow up daily Legal, Financial, and Administrative issues related to the registration process.
 - Pursued arbitration cases in cooperation with a foreign lawyers and Law firms.
 - Considerable exposure to client handling and making preparation for Legal cases.
 - Drafted and reviewed agreements and contracts such as shareholders agreements, Companies' Articles of Association and Memorandum of Association, Joint Venture, and Service agreements.
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<i>Since 2007</i>	MEMBER OF JORDAN BAR ASSOCIATION
<i>July 2011</i>	LICENSE TO PRACTICE LAW IN JORDAN

ACADEMIC QUALIFICATIONS:

2003-2007	B.A. Degree in Law Al-Zaytoonah Private University of Jordan Amman, Jordan, awarded on February 2007.
2012-2013	Professional Human Resources Certificate The College of the North Atlantic Qatar Doha, Qatar, awarded on December 2013.
2008-2009	Certificate in English Language Studies University of Memphis Memphis TN, USA, awarded on July 2009.

PROFESSIONAL TRAINING AND SEMINARS:

2013	Contract Basis, FIDIC Forms, Claims and Arbitration , Doha Qatar, Accredited by Swiss Arbitration Association (ASA) and Association for International Arbitration (AIA), and Association for Young Mediators (AYM).
2013	Project Risk Management Course , Doha, Qatar, the College of the North Atlantic Qatar.
2013	Financial and Management Accounting Course , Doha, Qatar, The College of the North Atlantic Qatar.
2014	Negotiation Skills Seminar - Doha, Qatar, the College of the North Qatar.

2017

Arbitrators Qualification and Development Programme "Professional Certificate",
the GCC Commercial Arbitration Center in collaboration with Qatar International
Center for Conciliation and Arbitration(QICCA)- Doha, Qatar.

The programme includes six stages,

- **The Principle of Arbitration and its Legal Nature** (15- 18, January 2017)
- **The Arbitration Agreement** (29 January – 01 February 2017)
- **Measures and Management of the Arbitration Proceedings** (19-22, February 2017)
- **Arbitration Sentence** (05-08, March 2017)
- **The Enforcement or Annulment of the Arbitration Ruling** (26-29, March 2017)
- **The Practical Trial (case study)** (09-12, April 2017)

IT SKILLS:

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| ▪ Microsoft Outlook | ▪ PowerPoint |
| ▪ Word | ▪ Access |
| ▪ Excel | ▪ Visio |

PERSONAL DATA:

Date of Birth	:	December 27, 1984
Marital Status	:	Married
Nationality	:	Jordanian
Languages	:	Arabic (Native) and English (fluent in written and spoken)

References Available Upon Request