**CPR 860110311**

**Mob (1) +973 39666539**

# Mob (2)  +973 33809677

**E-mail** [**fatma.alkooheji@g**](mailto:fatma.alkooheji@g)**mail.com**

###### Fatma Abdulhay Alkooheji

|  |  |  |
| --- | --- | --- |
| Career Objective | To obtain a meaningful and challenging position that enables me to express and enhance my knowledge and experience in the fields of Law, which will enable me to add value to the organization | |
|  |  | |
| [Personal](#Skill Help) Details | **DOB** | 19 Jan 1986 |
|  | **Nationality** | Bahraini |
|  | **Languages** | Arabic & English |
|  |  |  |
| [Education](#Education Help) | **2003- 2009** | University of Bahrain  B.Sc. Law/ College of Law |
|  | **2000 - 2003** | Al-Hoora Secondary School  Secondary Certificate - (Commercial) |
|  |  |  |
| [Work Experience](#Work Experience Help) | **April 2017 – Until Now**  **Jun 2016 – March 2017**  **Jan 2013 – May 2016**  **July 2012- Jan 2013** | Work As Legal Researcher In Ministry Of Youth and Sport Affairs.( The First Legal Researcher In Ministry)  Work As Independent Practiced Lawyer.  Work As Practiced Lawyer In AL-shamlan  Law Office.  Work As Independent Practiced Lawyer. |
|  | **May 2011- Jun 2012** | Work As Practiced Lawyer In Dala Alzayed  Law Office |
|  | **Jan 2010 - Apr 2011** | Work As a Lawyer In Hussain Al Nahash & Associates  Law Office. |
| **Courses** | **Jul– Aug 2008**  **July - Aug 2006**  **Feb – May 2017** | Industrial training – University requirement  Ministry of Justice and Islamic Affairs  Summer Job  Kaikso & Partners – Lawyers at Cassation Court  Professional Certificate on Arbitrators Qualification & Preparation ( G.C.C. COMMERCIAL ARBITRATION CENTRE) |
|  | **October 2016-**  **Jan 2017**  **Jul 2016 – October 2016** | English Language Certificate (Berlitz)  English Language Certificate (Berlitz) |
|  | **Apr 24, 25 2016**  **Apr 5, 6 2016**  **Dec 2015- Mar 2016**  **Feb 26 2014**  **Jan 20, 21 2014**  **Dec 3,4 2013**  **November 23 2013**  **March 4,5,6 2013**  **April 29, 2012**  **Feb - Apr 2011**  **Jul 4 – 19 2009**  **Feb 2009**  **Mar 2007**  **Mar – May 2002** | Participate In Workshop In the Name :  Consumer Protection Law (JLSI)  Participate In Workshop In the Name :  Civil Responsibility arising from car accident  English Language Certificate (The British Council)  Workshop in Principles relating to the status of national human rights institutions ( National Institution for Human Right)  Workshop in Administrative compensation claims (JLSI)  Workshop in Authentic evidence and evidence in evidence in civil and commercial articles (JLSI)    Workshop in Basic rights and freedoms in the Constitution of the Kingdom of Bahrain ( National Institution for Human Right)  Workshop in The rights of the accused and the effective representative (JLSI)  Workshop in Constitutional amendments and their reflection on the political system (Bahrain institute for Political Development)  Intensive program in advocacy, written pleadings, oral pleadings, contract drafting at judicial and legal studies  Participate In Workshop In the Name:  Be Ready (( First Aid))  Second Conference for Office for Women's Issues  (Terms of family commitments or the need for international legitimacy  Conference on Divorce causes and solution  Reasons And Remedy (Southern Governorate)  English Language Certificate (The British Council) |
| Skills |  |  |
|  | **Work Skills** | * Writing and presenting legal opinions * Attend to hearings in the court * Write and Rise a Cause In a Courts * Writing legal memoranda and a legal letters. * Dealing with Bahrain Investors Centre (Ministry of Industry and Commerce, Notary of Public and all official entities). * Form of all kinds of companies * Meeting with the clients and give them a legal advice. * Meeting with the experts that appointees from the court with regsrd to our cases. * Do the legal procedure in the court. |
|  |  |  |
|  |  |  |
|  | **Computer skills** | Microsoft Applications: Word, Power point, Excel |
|  |  |  |
|  | **Intellectual and Personal** | * Hard worker, self-learner and highly self-motivated. * Ability to work on own initiative and as part of a team. * Ability to work under pressure in dynamic environment. * Good Arabic / English reading, writing and speaking. * Confident and very Ambitious Person |
|  |  |  |
| [Interests](#Interests Help) | * Traveling. * Sports. * Reading and Surfing Internet. | |
|  |  | |
|  |  |  |
| Membership | An active member in Law Group at University of Bahrain | |
|  |  | |
| Future plans | Master in private law – September 2018 | |
|  |  |  |
| [References](#References Help) | Available upon request | |