

Khadija A.Hussain Ahmed

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PERSONAL DETAILS:

- Nationality: Bahraini
- Date of Birth: 30/1/1988
- Marital Status: Married
- CPR Number : 880110430

Education Qualification:

June- 2017	University of Bahrain Degree: Master In Private Law (Excellent with second class honors– GPA 3.79) The Thesis: The legal System of Islamic Banking Finance Framework in Construction and Real Estate Investment.
June - 2009	University of Bahrain Degree: Bs.c In law (Excellent -GPA:3.5)
May- 2005	Jidhafs Secondary School Secondary Certificate - (Science)

Other Achievements:

April-2010	Judicial and Legal Studies Institute & American Bar Association Intensive program -Trainee Lawyer -(Third Superior).
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Experience- Work:

Jan 2013 – until now	Aljabal Consultancy W.L.L (as Partner &Manager)
July 2009 Dec 2012	Aljabal & Associates Law Firm (as lawyer& Legal Consultant)
July 2007- Sep 2008	Aljabal & Associates Law Firm (as Trainee)

Aljabal Consultancy W.L.L (Aljabal & Associates Law Firm) is dedicated to providing high-quality, personalized legal services in the areas of real estate, banking and finance, labor and corporate law. The Core values of the company are the purpose that drives us in our legal practice which is Professionalism and Excellence.

My role as a ‘Legal Consultant’ and ‘Partner& Manager’ includes liaising with Corporate Clients to draft agreements and pleading, negotiate, updating them on their case basis, taking up new cases, attending court hearing etc. And include also the following responsibilities:

- Handled the tasks of drafting various cases, pleadings and agreements like distribution agreements, Patent and Trademark applications service level agreements and Power of Attorney.
- Responsible for negotiating with various legal departments on service and other retained agreements.
- Handled the tasks of responding to clients queries on legal issues.
- Drafted rental agreements, lease agreements various legal notices and Legal opinions.
- Responsible for filing case for breach of service contract and settlement.
- Responsible for providing legal advice to other management teams.
- Assisted in the structuring and dealing negotiations with different vendors.
- Handled the tasks of reviewing and drafting legal documents.
- Worked cooperatively with outside legal advisors.
- Advised corporate clients regarding transactions of business involving internal affairs.
- Liaise with the International clients and financial and banking sectors.
- Drafting Monthly Reports for the Corporate Sector with updates on the cases including the Type of Court, the payments received from the defaulters, travel bans etc.
- Prepared business contracts, settled labor disputes and administered various legal matters.
- Handled the tasks of providing administrative support for attorneys and contract administrators.
- Responsible for preparing expenses statements and reconciled for the same.
- Handled the tasks of researching and managing files.
- As this firm deals with multiple Financial institutions of the Country and banking issues, I as a Legal Consultant work with them to provide complete legal coverage on collections from the defaulters including drafting Notices, file the cases in the respective Courts and negotiating with the defaulters to repay the debts through undertakings.
- Prepared affidavits of corporate legal documents.
- Maintained filing system and confidentiality of legal departments.
- Prepared audit letters for year-end audit of the organization and our clients

Personal Skills:

- Legal Writing
- Document drafting
- Corporate
- Problem solving
- Researching
- Consulting
- Team working
- Leadership
- Communication

Language:

- Arabic & English