



Mahmoud Mohammad Fouad, IBA

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Career Objective

A qualified IBA Egypt, with 7 years of relevant experience in financial services sector legal, compliance, internal audit, and customer service, seeking a job related to my professional experience and skills in legal advisory and compliance that enhances my professional abilities and opportunities to get the best out of my potentials.

Professional Experience

Bin Butti International Holdings L.L.C

July 2012 - Present

Legal Consultant

Overall Responsibilities:

- Responsible for identifying and analyzing legal issues; negotiating and drafting key documents; writing, reviewing, and editing reports, opinions, correspondence, articles, and other documents.
- Provides legal advice on all issues affecting the operations, including, but not limited to, government contracts, third party commercial contracts, fiscal law, and corporate records management.
- Participates in negotiations, assures that the negotiating representatives are duly empowered, assist in drafting negotiation minutes and prepares and advises on all types of contracts to be executed.
- Safeguarding the organization from legal complications that could arise or has cropped-up because of a particular business activity.
- Drafting memorandums and summaries of legal cases.
- Making establishment contracts for the new companies.
- Organizing all the associations meetings for the management.
- Writing the legal memorandums for the cases.

Al Ramz Securities, Abu Dhabi - United Arab Emirates

February 2011 – May 2012

Legal Associate

Al Ramz Securities is one of the top brokerage houses in the UAE with respectful ranking and well known management since 1998.

Highlights/ Achievements:

- Able to get top management trust to assist in handling highly sensitive legal cases, and became the secretary of BOD.
- Able to make strong connections in the different types of law courts and firms in UAE.

- Able to communicate with highly experienced legal counsels and learn from them on a senior level.
- Restructured sensitive parts of the legal matters such as legal drafting of the Memorandum of Association.

Overall Responsibilities:

Legal Matters

- Identify potential legal risks and advice management.
- Draft legal proceedings and follow up in law courts.
- Drafting real estate leases , sales contracts and real estate brokerage.
- Coordinate between the company's outsourced legal services and private consultants and courts of law.
- Create, review, and amend legal agreements in different aspects.
- Establishment of commercial companies.
- Drafting of legal contracts and agreements, and power of attorneys.
- Transfer of ownership equities between existing and new partners.
- Increase of share capital.
- Organizing AGMs and drafting minutes of meeting.
- Following up with law firms and law courts on outstanding cases.
- Drafting memorandums and summaries of legal cases.

Compliance

- Understand and keep updated with the regulations of the Securities & Commodities Authority "SCA".
- Update management and staff on new SCA, DFM, and ADX regulations.
- Review clients' power of attorney and other legal documentation.

Sharjah Islamic Financial Services, Sharjah- United Arab Emirates

July 2008 – August 2010

Department of Legal Administration

Overall Responsibilities:

- Auditing task: taking auditor's role by examining all Daily transactions to ensure that the transactions are executed as per technical procedures and observing all criteria recommended for eliminating credit risk.
- Coordinating with (Securities and Commodities Authority) representatives in auditing the company trading procedures.
- Preparing all legal contracts related to such deals.
- Reviewing all power of attorneys.
- Handling all disputes arising between company and the client.
- Handling all clients' records.
- Providing legal solutions on different conflicts faced by the company from a professional legal background that deemed helpful as per the management's recommendations.
- Preparing all statistics and related reports to the management on monthly basis.
- Coordinating with all company branches (Abu Dhabi, Dubai and Sharjah) on daily basis to monitor the company's records and trade logs consistently.
- Drafting memorandums and summaries of legal cases.

Securities Company, Abu Dhabi - United Arab Emirates

February 2007 – June 2008

Operations Officer

Overall Responsibilities:

- Preparing all legal contracts related to such deals.
- Reviewing all power of attorneys.

- Handling all clients' records.
- providing legal solutions to many conflicts faced by the company from a professional legal background that deemed helpful as per the managements recommendations
- Preparing all statistics and related reports to the management on monthly basis.

Education Qualifications / Certifications

- Member in the International Bar Association Egypt, January 2006
- Bachelor Degree in Law – Ain Shams University, May 2005

Training/ Extra activities

- Course in qualifications of arbitrators organised by GCC commercial arbitration centre , UAE , Abu Dhabi
- Training Diploma in Law and Adminstrative sciences , Sadat Academy For Management sciences .
- Training course in International commercial contracts (April 2014) , UAE- Dubai
- Trainig course for legal advisor requirments (April 2014) , UAE-Dubai .
- CISI Regualation, November 2011.
- Legal Rights & Obligations on Listed Compaiaes, Brokers, and Investors, SCA, September 2010.
- Anti Money Lundry, Nasdaq Dubai, June 2010.
- Introduction to Compliance, Nasdaq Dubai, June 2010.
- Islamic Banking Principles and Islamic Compliant Products: Sharjah Islamic Bank, November 2008.
- Arbitration in Oil disputes, Ain Shams University– Egypt (December -2009).
- Introduction in qualifying Arbitrations, AL Aharam Strategic Center– Egypt (December-2009).
- Arbitration in investment conflicts, AL Aharam Strategic Center– Egypt (December -2009).
- Arbitration in Oil disputes, Ain Shams University– Egypt (December -2009).
- Advance English correspondence, Berlitz – UAE (December -2009).
- Certificate principles of Accounting from Middle East Center – UAE-with Excellent Grade.

Professional Skills

- Professional Training Skills.
- Professional in using the MS Office applications, Word, Excel, Power Point, and Visio.
- Excellent Leadership, Motivation, and Teamwork Skills.
- Ability to work under pressure and crisis times.

Personal Information

- Date of birth : January 1st 1984.
- Gender : Male.
- Nationality : Egyptian.
- Visa Status : Residency Visa (Transferable).
- Driving Licenses : Holder of valid UAE driving licenses.