

# Hashem Ali Hashem Ahmed

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## JOB TARGET:

To obtain a dynamic challenging and a successful position contributing in the growth and improvement of a well reputable and a successful organization when my background and experience makes me strive to prove myself in a challenging environment to gain more experience and to achieve my goals in becoming a leader and a role model in what I do.

## JOB PROFILE:

- Licensed Lawyer in both local and federal courts in UAE.
- Retired army officer since 2004.
- An analytical and a bilingual lawyer licensed to appear before both local and federal courts in UAE.
- Extensive knowledge in international and general arbitration.
- Skillful and experienced in legal practice fields, both from a law perspective with management of the legal issues.
- An Enthusiastic team player who is always committed to the success of the organization and achieving its goals.
- Experienced, talented, highly motivated, quick and anxious to learn and develop, adaptable, logical, determined and dedicated.
- Depth Knowledge of Labor Relations Law, commercial law, Civil law, Companies law, Islamic banks law.
- Drafting of contracts (Sale and Purchase agreements – partnership agreements – Real-Estate agreements for purchase of real property, Tenancy contracts).
- Knowledge in criminal law, civil law, commercial law, economic law and all bank transaction deals.

## CAREER SUMMARY:

AL Mulla Hassan Ibrahim law firm , UAE Dubai

2009 till date

## RESPONSABILITIES:

- Responsible for all legal and administrative aspects of management within the organization.
- Cover all the different cases specializing in commercial, civil cases and all case management issues.
- Management of all the operational aspects of the firm and liaising internally and externally with the clients to ensure achieving the firm goals.
- Management of branding and communications requirements of the firm.
- Provision of support for management of claims lodged with courts (inc. receiving court documents, sending court notices, maintaining case lists and registering notices.
- Revising all the documents submitted for legality matters.
- Coordinating with my colleagues to settle disputes expeditiously prior to court proceedings.
- Reporting to the management with the proceedings on due course.
- Maintaining up-to-date minutes on file.
- Managing minutes of meetings and hearings.
- Meeting with clients and providing legal and general consultations.
- Attending cases before the local and federal courts.
- Working on arbitration cases.
- Case handling and maintain follow up thereof.

**EDUCATION:**

- Bachelor of Arts, Beirut University 2001, Geography and specialized in environmental survey.
- Bachelor Degree in Law LLB, Dubai Police Academy 2007, area of specialization: legal researches.
- Practice certificate from GCC Arbitration Center.

**JUDICIAL INSTITUTE**

from 15/11/2007 till 15/5/2008

**Law License Training**

*Undertaken six months training at the institute in order to obtain the practicing license to become a certified lawyer in UAE.*

- ☐ Revision courses in all law subjects given by specialized law professors and lawyers.
- ☐ Six months training at Dubai courts to see how the cases are run on daily basis.

**COMPUTER SKILLS:**

- **Microsoft Office:** Word, Excel , internet , mails

**SKILLS:**

- Excellent customer service skills.
- Adaptable, reliable and can work under high pressure.
- Committed to the success of the organization.
- Resourceful, creative problem-solver, with proven aptitude to analyze business problems and design innovative custom solutions.
- Ability to work hard at team work.
- I have a good treating with other people.
- Learning new things fast.
- Self – motivated, give the most appreciation to the teamwork.

**LANGUAGES:**

- Arabic: (Native Speaker).
- English: Spoken & Written.

**PERSONAL PROFILE:**

Age: 45

Date of Birth: 31/07/1965

Martial Status: Married

Nationality: UAE Citizen

Driving License: UAE Valid License

Hobbies & Activities: Sports, listening to Music, Reading Books and swimming.

**Finally :**

In view of the above details, I would like to request for evaluation with my career performance and the possibility to consider me to be one of your team members looking forward for your favorable consideration.

I do certify that the above information is true to the best of my knowledge and belief.

References will be provided upon request