



WORK EXPERIENCE

Legal Consultant Al Injaz Contracting Company

01/2021 - Present

Sharjah - UAE

Achievements/Tasks

- Bargain and negotiate with tenants to reach settlement agreements.
- Guide strategic and financial legal decision making.
- Submit legal cases for non paying tenants.
- Make payment orders for bounced cheques cases.
- Defend the right of landlords and tenants.
- Apply effective risk management techniques and offer proactive advise on possible legal issues.

Legal Consultant Audiri Vox Intellectual Property Rights Management

04/2019 - 12/2020

Dubai, UAE

Achievements/Tasks

- Provided efficient procedures in strategic legal guidance and recommendations on IP protection matters and policies including the availability of trademarks for use and registration.
- Filed trademark applications and uploaded documents required and tracked trademark applications.
- Drafted cease and desist letters and all legal documents needed to defend trademark infringement.
- Drafted and submitting customs' complaints with Dubai Customs in regard to containers having forged trademarks.
- Drafted franchise, license agreements, and legal notices.
- Drafted and filing oppositions and counter statements against trademark oppositions.

Lawyer / Disputes Resolution Associate Law Firm of Mr/ Salem Said Rafiet

03/2017 - 02/2018

Abu Dhabi - UAE

Achievements/Tasks

- Drafted lease contracts, and general power of attorney, complaints, statement of claim, legal notice, and statement of defense.
- Drafted and solidified agreements, and other legal documents to ensure the client's full legal rights.
- Uploaded all legal documents required for lawsuits through the Abu Dhabi court system and tracking all legal procedures.
- Uploaded all legal documents required for filing Criminal cases through Public Prosecution's system.
- Lodged legal complaints through the court system.
- Examined legal data to determine advisability of defending or prosecuting lawsuits.
- Participated in the formulation of general management policy as a member of the executive management team.
- Provided high quality in drafting and proofreading memos, notices, amendments.

WORK EXPERIENCE

Legal Assistant

Al Wifaq Legal Studies, Consultation And Law Firm

Achievements/Tasks

- Drafted memorandum of association of corporate, general power of attorney, statement of claim, and statement of defense.
- Drafted lease contracts and mortgages, share transfer agreements (STA).
- Organized and tracked files for important transactions or case documents, including, creating and maintaining a case management database.
- Obtained due diligence materials, Such as corporate certificates of good standing, Real estate, Title Deed information, and securities filings.
- Wrote reports to help lawyers prepare for trials.
- Assisted senior lawyers in preparing for transaction closing, depositions, hearings, trials, and conferences, completed many administrative tasks, including working on individual cases or transactions.

EDUCATION

Diploma in Legal Studies

Harvard University

Courses

- Justice - Contract Law

Bachelor's Degree in Law

Damascus University

SKILLS

Legal Research and Analysis

Strategic Planning

Legal drafting

Analytical and Logical Reasoning

Business Development

Project Management

Teamwork

Risk Management

Event Planning

LANGUAGES

English



Arabic



CERTIFICATES

Corporate & Commercial Law - University of Illinois at Urbana- Champaign (2020)

Corporate & Commercial Law - University of Pennsylvania

Protecting Business Innovation Via Copyright - The Hong Kong University of Science and Technology

Protecting Business Innovation Via Trademark - The Hong Kong University of Science and Technology