

Curriculum Vitae

Malak Abdullah

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Education:

Bachelor Degree in Law - Damascus University

Graduation grade: Good

Graduated in 17/4/2007

- **Legal Advisor in (Azizi Developments) 21/2/2022– present .**
- Managing all Group's execution cases directly and follow-up the execution procedures with the courts, Ensure that all Execution files represented in a timely and effective manner to safe guard the company's interest with legal due diligence to minimize the risk and to save the time and financial interest of the company.
- Dealing with all the legal cases which registered at the courts and keeping close follow up for all the hearings and the court judgments, until we got the final judgment.
- Follow up Rent Cases, labor and all of the legal work with the court.
- Drafting and Submit procedur applications in all types for all stages of litigation.
- Working directly on fulfilling the department's legal needs of Engineering, CRM, HR, Finance, Marketing and Sales .
- Providing other departments with the required documents to the concern authorities such as (court letters to DLD , banks, Economic Department, RTA, CID)

- Managing the litigation portfolio of the company with the external counsels and implementing the current policy for follow-up Reviewing and revising Court order and documents suable to be filed to the court .
- Leading the negotiations with company's clients to reach amicable settlements for all disputes
- Managing Settlements (Advising on, reviewing settlement agreements) in cases with clients of the company or any third parties.
- Assisting the Legal Department with all daily legal matters to insure a smooth workflow to minimize the legal risk.
- Being the direct contact with all governmental authorities and insuring the sustainability of the governmental relations .
- Provide the much needed legal assistance while dealing with some particular legal tasks litigations, dispute resolution , Executions procedures .
- **Legal Advisor in (Tiger Group) 1/10/2020– until 31/01/2022 .**

Tasks and Responsibilities:

- Managing claims and provide legal support in all legal matters related to litigation , arbitration or other legal proceedings .
- Follow-up the executive procedures of Groups cases issued by the courts , prerare their own record and keep them up to date .
- Implement activities related to the prepration of lawsuits ,prepar and follow up on documents and legal memoranda , and communicate with the relevant authorities.
- Monitoring and managing legal documentation ,permits , facilitate approval procedus , collection of evidence , and and all legal transactions .
- Support Collection Matters , Follow up Rent Cases on (RDC) System in all its phases starting from rental appeal , and objection , and up to enforcement
- Coordination between the law firm and the Group , Liaise with external legal counsels, to ensure that the issues represented in a timely and effective manner in all legal matters and court cases.

• **Legal Advisor in (AL ADHEED) Dubai Court 13/8/2018 – until 10/9/2020**

Tasks and Responsibilities:

- Provide legal advice to the client regarding options, consequences and approaches in the local legislations.
- Drafting complaints in all Types of Cases (labor - civil and commercial) , and prepare the portfolio of documents and Register the case on the Dubai Courts system.
- Handle and Follow up the cases at all stages of the trial (First Instance -Appeal -execution)
- provide legal support in all Procedures of Litigation and Execution .
- Submit procedural applications in all types for all stages of litigation
- submit a request to obtain various types of certificates after being registered, during circulation or after the end of the case.
- Inquiries about case details , and Investigations requests , Submit applications regarding inquiries with the competent authorities related to information about opponent's .
- Prepare list of lawsuit , Prepare case briefs and summarise depositions.
- Drafting Legal Notices .
- Drafting complaints on the Public Prosecution system.

• **Legal Advisor in Rashid Deemas Alsuwaidi Advocate and Legal Consultants**
1/2018 – until 8/2018

- **Deputy branch Manager& Head of legal in the General Foreign Trade Organization**
(Ministry of Economy and foreign Trade in Syria) 4/2015 –
until 9/2017

Tasks and Responsibilities:

- I am a deputy manager in Daraa branch in addition to my work as Head of legal and administrative service.

- Head of the committee in charge of communicating with Hospitals and medical centers and distributing needed medicines to all center in the Governorate of Daraa Ensure smooth functioning of the branch
- **Lawyer in Real Estate Bank Of Syria (Law Department)**
8/2013 until 2/2014
- Follow-up the legal and administrative affairs of employees .
- In loan under-collection .
- **Head of legal in the General Foreign Trade Organization (Ministry of Economy and foreign Trade in Syria) 10/2009– until 8/2013**
- Head of legal and administrative service.
- legal member of the tender committees and auction Conducted by the organization to import goods.
- Follow-up contracts for shipping with insurance company
- Follow-up the legal and administrative affairs of employees
- **Trainee lawyer 4/2007 until 8/2009**

Organisational skills and competences:

Highly efficient legal officer with extensive knowledge of the Administrative procedures in a legal environment , Extensive experience and understanding of laws and government regulations .

A strong team player with excellent client facing , flexible , a quick learner who can absorb new ideas and is experienced in coordinating, planning and organizing a wide range of Administrative activities .

Language:

Arabic: Native Language

English: Good in speaking, writing and reading

Computer Skills :

- A high degree of computer literacy and demonstrated ability to integrate technology into the work environment
- Computer Skills Certificate from Syrian Computer Society (SCS) .
Word - Excel - PowerPoint – Windows Outlook .

Personal information

- Nationality : Syrian
- Gender : Female
- Marital Status: Single
- Visa status : Resident