

CURRICULUM VITEA

**KHALIL SAYED KHALIL SALLAM
LAWYER – LEGAL CONSULTANT
INTERNATIONAL ARBITRATOR**



- Member of the Egyptian bar Association
Bond in the scale of Appeal Lawyers
 - Member of the Federation of the Arab Lawyers
 - Registered as an International Arbitrator in the International Center of Arbitration in Cairo
 - Registered as an International Arbitrator in Qatar International Center of Arbitration in Doha
 - A founding member of the Arab Center for the International Arbitration
 - * UAE no.: 0526644773 Currently in UAE
- Visit visa and can make residency.
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OBJECTIVE:

To work in a challenging environment & high quality organization that will utilize my years of progressive with demanding works in legal profession, attorney at law & legal consultant.

Education:

Ain Shams University, Cairo, Egypt 1999

L.L.B. Bachelors of Laws

Registered Masters in International Law at the University of Cambridge 2011

Special courses

Legal Drafting of Contracts in English in the Arbitration Center of Ain Shams University 2005

The Depth of the session for the preparation of the International Arbitrator & The specialized session for the preparation of the International Arbitrator in the Arbitration Center of Ain Shams University in conjunction with the International Center of Arbitration in Cairo 2010

PROFESSIONAL EXPERIENCES:

* Provide legal advice and render legal opinion in a business context. * Draft, review, negotiate, and develop contracts and agreements. * Manage the company litigation and arbitration. * Protects the company intellectual property rights and enhance its portfolio. * Contribute with legal input in the company projects and arrangement. * Works on legal matters such as new agreements, reviewing existing agreements, establishing new companies, issue necessary documents to meet the requirements of multinational laws & maintain the International companies correct legal position. * Provides a legal advice on the potential liability, in order to take necessary steps to control the company exposure. * Formulate, provide, advise and / or review all contracts agreements between the company, third parties and new joint ventures to ensure that the company's interest is protected and the best commercial position maintained. To ensure the company's interests are fully protected and redress of grievance obtained. * Control the transparency and the relationship between Company and other Governmental bodies to protect shareholders interest and ensure the full compliance with the law. * Provide professional, written and oral, legal advice to the executives and offices to reasonably complex legal and legal policy issues. Requirements * Good knowledge of legal analysis and memo preparation. * Bilingual (Arabic & English) and skillful in oral and written communication. * Knowledge of Intellectual Property laws and regulations. * Familiar with local and international laws and regulations (esp. Company laws)*Adhere to and support in communicating relevant policies and procedures.*Contribute to the promotion culture among Legal team.*Develop team work and knowledge sharing.*Lead the Legal department team by setting individual objectives, formal and informal feedback and appraisal..

1- The Company Name: **Khalil Sallam Law office (Free lancer)**

Egypt, Qatar

Job Title : **LEGAL Counsel**
Duration of work : **June 2015 – Present**

Duties, Responsibilities:

For my private clients (companied and individuals) in Egypt and Qatar:

- Advising on and handling litigation relating to Trademarks Law, Sharia (Family) Law, Commercial and Civil Law, Banking Law, Marine Law, Business Law, Arbitration, Law of Contracts, Land Law and Mortgage, Labour Law, Real Estate, Lease law and Criminal Law.
- Practice & drafting all types of lawsuits and defense including without limitation, civil, rentals, commercial, labour, real estate issues, administrative, Banking and criminal, cheques lawsuits and financial claims. And writing its defense papers, appeal and cassation.
- Reviewing, negotiating and finalizing joint ventures and strategic partnership Bilingual (Arabic & English) agreements in regards to all legal procedures of the clients of the Law Office with the Second Party.
- Drafting the Article of Association, establishing, registered, resolving and liquidating of the companies.
- Everything related with the legal field.

Meeting with the clients and dealing with them on the Lawsuits and the contracts online or personally plus all what mentioned below.

2- The Company Name: **LAW OFFICE OF MUBARAK AL ALI**

Doha, Qatar

Job Title : **LEGAL Counsel**
Duration of work : **MAY 2013 – May 2015**

Duties, Responsibilities:

- Advising on and handling litigation relating to Trademarks Law, Sharia Law, Commercial and Civil Law, Banking Law, Marine Law, Business Law, Arbitration, Law of Contracts, Land Law and Mortgage, Labour Law, Real Estate , Lease law and Criminal Law.
- Practice & drafting all types of lawsuits and defense including without limitation, civil, rentals, commercial, labour, real state issues, administrative and criminal, cheques lawsuits and financial claims. And writing its defense papers, appeal and cassation.
- Reviewing, negotiating and finalizing joint ventures and strategic partnership bilingual (Arabic & English) agreements in regards to all legal procedures of the clients of the Law Office with the Second Party.
- Drafting the Article of Association, establishing, registered, resolving and liquidating of the companies.
- Meeting with the clients and dealing with them on the Lawsuits and the Office fees.
- Select and appoint the team work of the office.
- Represent the Office before the official authorities.
- Responsible Legal Counsel for the Companies and Corporate (the clients) of the Office.

3- The Company Name: TATWEER Infrastructure Company QSC

Doha, Qatar

Job Title : **V. P. LEGAL Counsel**
Duration of work : **Jun 2008 – April 2013**

Duties, Responsibilities:

• TATWEER INFRASTRUCTURE COMPANY Owned these companies as following (**TASSNEE CO.** for the production of the derivatives of polyethylene and detergents - **United Aviation** in Kuwait for the private Jet - **Marina** Real Estate Co. – **Glassco** Co. for Glass - **Zujalom** for the manufacture of alum - **Indeco Qatar** Co. for security services and Management services of the public utilities) my Duties, Responsibilities in such companies was as following:

- Advising on and handling litigation relating to Trademarks Law, Commercial and Civil Law, Banking Law, Rent Law, Business Law, Arbitration, Labor law, Land Law and Mortgage and Criminal Law.
- Practice & drafting all types of contracts and lawsuits and litigation including without limitation, civil, rentals, commercial, labour, real state , rental issues, administrative and criminal, checks lawsuits and financial claims. And writing its defense papers, appeal and cassation.
- Provide day-to-day the Advice the Managing Director, CEO, Board, and Executive Management Team on legal matters, liabilities and exposures with respect to matters of companies' policy, and Code of Business Conduct.
- Maintain an update filing & tracking system for litigations, contracts & corporate documents to avoid any loss or penalties for the company
- Coordinate and supervise all outside legal counsel engaged to represent or to advise companies within Qatar, Kuwait, Bahrain and UAE companies.
- Provide legal advice on corporate restructuring, mergers and acquisitions, and new project development.
- Reviewing, negotiating and finalizing joint ventures and strategic partnership (Arabic & English) agreements in regards to all legal procedures.
- Monitor and communicate governmental laws and regulations affecting Companies and its projects to the CEO and Executive Management Team.
- Counsel CEO & MD and senior management with respect to the legal implications of the group's major decisions, strategies and transactions within Qatar, Kuwait, Bahrain and UAE organization.
- Advise CEO & MD on issues of the Qatar, Kuwait, Bahrain and UAE companies' governance, policy implementation and special projects.
- Carry out investigation process on reports or concerns related to potential breaches of applicable laws, the Code of Business Conduct, and other policies and directives.

- Review reports and determine risk factors to safeguard the interests of the company.
- Review major contracts for the whole organization (i.e. JV, MOU, major purchasing agreements, project agreements , credit agreements Lease agreements) and ensure their legal soundness.
- Consultancy and drafting and review all Contracts and Legal documents & Draft initial legal contracts and other legal documentation ensuring the best interests of these Companies in all dealings approve all contracts and agreements.
- Administer and follow-up on all lawsuits concerning these Companies in coordination with concerned official bodies while representing the Company in litigation and other legal proceedings.
- Drafting the Article of Association, establishing, registered, resolving and liquidating of the companies.
- In charge of the legal, governance and compliance affairs of the business within Qatar, Kuwait, Bahrain and UAE.
- Handling all litigations by or against the company in Qatar, Kuwait, Bahrain and UAE (in coordination with external counsels if needed & avoid any new cases to minimize litigation as possible.
- Lead the Legal department team by setting individual objectives, formal and informal feedback and appraisal
- Coordinate with external legal advisors and law firms.
- Develop and motivate staff
- Plays a role in maintaining standards and regulation in the Head Office.
- Acting as a secretary for the Board Members meetings In charge of governance affairs of the business within the QATAR (i. board and shareholders matters) and act as the Board Secretary of TIC.

4- The Company Name: Law Office of Tariq Al Naimi

Doha, Qatar

Job Title : **Lawyer & Office Manager**

Duration of : **Apr2006-May2008**

Duties, Responsibilities:

- Advising on and handling litigation relating to Trademarks Law, Sharia Law, Commercial and Civil Law, Banking Law, Marine Law, Business Law, Arbitration, Law of Contracts, Land Law and Mortgage and Criminal Law.
- Practice & drafting all types of lawsuits including without limitation, civil, rentals, commercial, labor, real state issues, administrative and criminal, checks lawsuits and financial claims. And writing its defense papers, appeal and cassation.
- Reviewing, negotiating and finalizing joint ventures and strategic partnership (Arabic & English) agreements in regards to all legal procedures of the clients of the Law Office with the Second Party.
- Drafting the Article of Association, establishing, registered, resolving and liquidating of the companies.
- Meeting with the clients and dealing with them on the Lawsuits and the Office fees.
- Select and appoint the team work of the office.
- Represent the Office before the official authorities.

5- The Company Name: MIGAMAR Contracting and Decorating Company

Cairo, Egypt

Job Title : Lawyer – Legal Consultant

Duration of work : Jun 2003 - Mar 2006

Duties, Responsibilities:

- Advising on and handling litigation relating to Trademarks Law, Commercial and Civil Law, Banking Law, Business Law, Arbitration, Land Law and Mortgage and Criminal Law.
- Practice & drafting all types of lawsuits including without limitation, civil, rentals, commercial, labor, administrative and criminal, checks lawsuits and financial claims. And writing its defense papers, appeal and cassation.
- Represent the Office before the official authorities and the courts.
- Conduct the internal investigations with the staff of the company.
- Advise the Partners and Executive Management Team on legal matters, liabilities and exposures.
- Consultancy and drafting of Contracts and Legal documents & Draft initial legal contracts and other legal documentation ensuring the best interests of the Company in all dealings.

6- The Company Name: MIC Engineering and Contracting Company

Cairo, Egypt

Job Title : Lawyer – Legal Consultant

Duration of work : Jul 2002 - Jun 2003

Duties, Responsibilities:

- Advising on and handling litigation relating to Trademarks Law, Commercial and Civil Law, Banking Law, Business Law, Arbitration, Land Law and Mortgage and Criminal Law.
- Practice & drafting all types of lawsuits including without limitation, civil, rentals, commercial, labor, administrative and criminal, checks lawsuits and financial claims. And writing its defense papers, appeal and cassation.
- Represent the Office before the official authorities and the courts.
- Conduct the internal investigations with the staff of the company.
- Advise the Partners and Executive Management Team on legal matters, liabilities and exposures.
- Consultancy and drafting of Contracts and Legal documents & Draft initial legal contracts and other legal documentation ensuring the best interests of the Company in all dealings.

7- The Company Name: Law Office of Magdi Suleiman, Led, Advocate of Cassation Court

Cairo, Egypt

Job Title : **Lawyer**

Duration of work : **1999 – 2002**

Duties, Responsibilities:

- I was under training lawyer during the first year of work in the office.
- Advising on and handling litigation relating to Trademarks Law, Sharia Law, Commercial and Civil Law, Banking Law, Marine Law, Business Law, Arbitration, Law of Contracts, Land Law and Mortgage and Criminal Law.
- Practice & drafting all types of lawsuits including without limitation, civil, rentals, commercial, labor, real state issues, administrative and criminal, checks lawsuits and financial claims. And writing its defense papers, appeal and cassation.
- Reviewing, negotiating and finalizing joint ventures and strategic partnership agreements in regards to all legal procedures of the clients of the Law Office with the Second Party.
- Drafting the Article of Association, establishing, registered, resolving and liquidating of the companies.
- Meeting with the clients and dealing with them on the Lawsuits and the Office fees.
- Select and appoint the team work of the office.
- Litigation and to make the defense before the courts.
- Represent the Office before the official authorities.

Personal Skills:

- Special practice in amicable settlement of disputes, arbitration and drafting of agreements.
- Demonstrated leadership qualities in the supervision of highly qualified legal and technical personnel.
- Excellent knowledge and experience in legal requirements and for regulation development and enforcement at the national, regional and international levels with treaty obligations and compliance on legal related issues is highly desirable.
- Legal expertise, leadership, coaching and guidance on regulatory issues Pragmatic, flexible, yet determined approach to laws and regulations.
- Highly developed analytical, conceptual and problem solving, management and planning skills.
- Well-informed about Corporate matters.
- Legal analytical skills to recognize trends and risks from where to develop and implement solutions.
- Provide highest quality and cost-effective legal representation.
- Demonstrate exceptional knowledge and expertise in all phases of litigation and trial, and by providing superior service to the insured client and claim partner as part of a legal team.
- Responsible for aggressive handling of high exposure cases and complex litigation matters.
- Expertise in General Liability and Construction Liability litigation.
- Adapt quickly to new environment and interpersonal relations.
- Skilled communicator and negotiator.
- Easily interacts with executives, clients and staff.
- Comprehensive computer skills including Windows XP, Microsoft Office Applications, Scanning/Creating Adobe PDF files, Internet.

Languages:

- Arabic: native language, speak fluently and read/write
- English: speak fluently and read/write with high proficiency

Personal Details:

- Nationality : Egyptian
- Religion : Muslim
- Occupation : Advocate
- Civil Status : Bachelor
- Date of Birth : September 22, 1976
- Place of Birth : Saudi Arabia (Jeddah)
- Marital Status : Married
- Enlistment : Exempted

References:

References & Certifications available upon request