

MOKHTAR ABO EL SAAD



Objective

Dubai, United Arab Emirates

PHONE: 055 -9332941 •E-Mail: mokhtarabouelsad@gmail.com

I desire To Join a Company That Has Vision for Growth and Advancement. I Have Extensive Years Of Experience And Knowledge At Senior Capacities, Which I Believe Would Be An Asset To An Organization That Aims For Progress. In The Long Term, I Aim To Reach My Full Potential And Further My Growth With Your Team That Will Factor In The Firm's Advancement.

AREAS OF EXPERTISE

- Employment legislation
- Multi-tasking
- Organizational skills
- Meeting strict deadlines
- Performance reviews
- Communication
- Professional liaison
- Team-working skills

OVERALL PROFESSIONAL EXPERIENCE

- Updating Clients on daily basis regarding their Cases in Court, Public Prosecution, Police Station, municipalities.
- Following up with clients for payment and respond to public inquiries.
- Prepare and writing all types of defense briefs such as criminal cases, personal, commercial, civil, labor etc.
- Preparation and drafting of contracts.
- Preparation of lawsuits, formal and objective appeals, objections, etc.
- Attending the Expert meeting for the office's disputes & Comment on them reports.
- Deliver & Following the execution files, fines, Settlement.
- Make sure the litigation process is going according rules of law.
- Submit application for litigation at the court's smart system & Public Prosecution.
- Meeting with clients and visitors to a providing them with legal advices & Handling them complaints.

Mohammed Mosallam advocate & legal consultant

EGYPT

April 2009 – 2019

Practitioner to Attorney & Registered in Bar Association

EGYPT

Jan 2009 - 2019

EDUCATION

Mansoura University, College of Law

2009

I.T SKILLS

MS Windows, MS Word, MS Excel, MS Office

KEY SKILLS

- Good communication
- Pleasant personality and Flexible
- Able to work under pressure
- Working long hour and Initiative

PERSONAL INFORMATION

Age : 32 - Married

Visa Status : Visit Visa

LANGUAGE

English, Arabic

REFERENCES

Available on request