



Ghofran Bakr

CAREER OBJECTIVE

Be part of a prestigious organization where I could apply my knowledge & dedicated experience and outstanding communication and drafting skills to assist in achieving the company objective, and reach a higher goals and expectation.

EDUCATION

BACHELOR DEGREE

Graduated, Bachelor of Law

Al Ain University, 2016

Approved by HCERES (France)

EXPERIENCE

LEGAL CONSULTANT

AD MART GROUP

SEP 2020 to present

- Ensure that personal knowledge of employment law and HR best practice is continually updated.
- To maintain a professional approach at all times and inputting all data
- To take ownership & responsibility for on-going cases and ensure relevant information is entered into the database
- To provide clients with supporting information/documentation to assist them in implementing advice given
- Ensure that all advice is recorded accurately against the appropriate cases and all other client and call information correctly captured onto the database
- Review client documentation as required
- To refer to departmental legal briefings and training ensuring advice complies with Advice Service standards
- To ensure departmental protocols are adhered to ensuring a high quality of case management
- Meet minimum target number of advice calls as determined by the Management team
- Ensure that all requests for advice are dealt with within the relevant service level agreement (SLA)
- To undertake and report on client visits as required by Management
- Attend and complete training as specified by Management
- To pass on all potential new business through the Referrals procedure
- Escalate any unresolved service complaints to Management
- Maintain communication with team members and Management in relation to the transition of cases
- To ensure effective communication with and utilization of assistants
- Carry out any other tasks deemed necessary by the Management Team
- Ability to deliver high-quality work under deadlines.
- pro-actively create and maintain awareness of business employees for (compliance with) relevant laws and regulations.
- secure compliance of business operations with relevant laws and regulations.
- To anticipate and manage the (legal) risks connected with or resulting from the business strategy and operations.
- Advising on general business law issues and managing the legal issues of all areas of the company, including but not limited to corporate matters, procurement, safety, security, insurance and sustainability issues.
- finalize and draft the written summaries of the visa programs so that they can be published on the website.

CONTACT



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ABOUT ME

Date of Birth: April 18, 1992

Age: 28

Gender: Male

EXPERTISE

Legal Research

Fluent in Arabic and English

Writing Legal Contracts

Legal Knowledge

Writing Legal Warning

Writing Memorandum of Association

Writing Power of Attorney

Debt Collection

SKILLS

Strong Communication

Time Management

Detail Oriented

Analytical

Proficient in MS Office

Good Knowledge of EPRO, ERP,
Oracle, App4Legal

PARALEGAL

SAWAEED EMPLOYMENT LLC (SAWAEED HOILDING PJSC) MAY 2017 – AUG 2020

- Maintaining and filing corporate records, including resolutions, board of director changes, amendments to the constitutive documents, etc.
- Coordinating and receiving board and committee signatures for documents and materials
- Assisting with the drafting and execution of documents related to new corporate entity formations
- Maintaining the intellectual property portfolio .
- Producing documents related to the development and implementation of corporate policies and templates .
- Providing contract support for standard corporate agreements, such as non-disclosure agreements and providing initial legal review of contracts .
- Providing administrative support for documents and activities related to corporate restructurings, such as mergers, formations, and dissolutions .
- Working with other members of the Group on special projects and initiatives .
- Overseeing the contract process, including execution and proper archiving
- Performance Management and Innovation .
- Participate effectively in the company's performance management system including seeking feedback from Managers on positive areas and areas of improvement. Be an effective contributor in annual performance review and personal development meeting with Managers .
- Assume initiative to contribute individual creative ideas that would possibly impact in four specific areas in the organization: the improvement of processes, enhance service quality, optimization of costs or potential generation of new revenue streams
- Shared competencies
- Accountability .
- Clearly defines mutual expectations of self and others. Takes appropriate actions to ensure obligations are met. Revises standards in response to change
- Facilitating Change
- Facilitating the implementation and acceptance of change within the workplace
- Building Positive Work Relationships .
- Developing and using collaborative relationships to facilitate the accomplishment of work goals
- Participates Innovation
- Generating innovative solutions in work situations; trying different and novel ways to deal with work problems and opportunities , Participate Effectively in Terms.
- Having a flexible interpersonal style to help participate in a cohesive team; participates positively in the completion of team goals .
- Personal responsible for the development of individual skills and abilities so that he/she can fulfil current or future job/role responsibilities more effectively
- Modifying one's own behaviour to accommodate tasks, situations, at workplace
- Business Enterprise Knowledge .
- Solicits information on enterprise direction, goals, and industry competitive environment to determine how own function can add value to the organization and to customers. Makes decisions and recommendations clearly linked to the organization's strategy and financial goals, reflecting an awareness of external dynamics. Demonstrates awareness by providing clear explanations for actions taken relative to customer requirements, needs, and industry trends.
- Collaboration .
- Collaborates with other members of formal and informal groups in the pursuit of common missions, vision, values, and mutual goals. Places team needs and priorities above individual needs. Draws on the strengths of colleagues and gives credit to others' contributions and achievements
- Align Performance for Success
- Focusing in accomplishing work objectives
- Communication for Results
- Clearly and effectively transmits technical and business concepts, ideas, feelings, opinions, and conclusions orally in writing or other media. Listens attentively and for comprehension. Reinforces words through empathetic body language and tone

LEGAL REPRESENTATIVE

INSGIAM AL AHDL LAW FIRM

JAN 2017 – APR 2017

- Prepared legal briefs, motions, and pleadings. Attend the cases in court
- Follow up execution files
- Legal case update and filling a police cases
- Review contracts and legal document
- Legal research for cases corporate companies.
- Legal risk reports on monthly bases.
- Review and provide legal advice on MOUs, Contracts, and tender documents.
- Review ongoing cases and advice management accordingly.
- Liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken.
- Provide legal protection and risk management advice to management especially on contract management.
- Provide and interpret legal information, conduct training and disseminate appropriate legal requirements to staff. Policy development

LICENSE

Arbitrators Qualification & Development Programme in GCC (under process)

UAE Driving License

TRAINING & CERTIFICATES

British Council Course, Completed 2019

IELS Course, University of Wollongong

Lean International Group
-Certificate of Experience

Insgiam Al Ahdl Law Firm
- Certificate of experience

International Consultant Law Office
- Certificate of experience

KHAWARIZMI Training Solutions –
Mechanics & Accounts for VAT – Value
Added Tax Course

Takatof Employment L.L.C. – Certificate of
Appreciation

TRA - The Innovator's DNA - Certificate of
Attendance

TRA – Time Management - Certificate of
Attendance

Dubai Police – Electronic Blackmail Course

- Review and advise management on legal implications of internal policies and procedures.
- Review and draft contracts, agreements and internal policies and ensure that they are in compliance with all statutory or legal requirements in the countries where we work
- Litigation management and review progress of outstanding litigation and liaise with and manage lawyers in Abu Dhabi and Dubai branch.
- Identify local needs and develop efficient resource smart solutions including developing network of outside counsel and pro-bono relationships Regulatory compliance
- Formulate legal compliance check-lists for all the countries to be used for the purpose of ensuring that all information required is provided accordingly.
- Continuously monitor compliance with statutory obligations in the countries and advise management accordingly.
- Prepare monthly and quarterly reports for the department for executive management meetings Contract negotiation
- Review all contracts or any other documentation where the law firm has committed itself and assess legal implications that need to be brought to the senior management's attention.
- Prepare, review and modify contractual instruments to assist and support various business activities.
- As needed, provide guidance on contract matters to project managers or other operational staff
- Develop and implement procedures for contract management and administration in compliance with law firm policy.
- Negotiate, review and draft documentation for business transactions and prepare and advise on the necessary checklist to be adopted to ensure information is submitted on time.

TRAINING LAWYER

INTERNATIONAL CONSULTANT LAW OFFICE MAR 2015 - MAY 2015

- Conducted and led extensive document review projects.
- Drafted legal briefs and opinions for all clients
- Drafted reports Managed all trial preparation for case litigation. Maintained records of clients.
- Managed billable hour tracking, payroll, client invoicing and attorney schedules
- Created weekly, monthly and quarterly expense reports
- Prepared legal briefs Developed and managed up file cases
- Conducted detailed client intakes and entered information into company database
- Executed time sheet reconciliation and created monthly announcements. Answered and directed calls using the multi-line switchboard
- Developed and maintained filing and retrieval systems.
- Entered new cases into company database.
- Scheduled all appointments, appearances and briefings arranging for the delivery of legal paperwork Scheduling, coordinating and confirming court dates, appointments, and meetings

LEGAL ASSISTANT

LEAN INTERNATIONAL GROUP JAN 2011 – FEB 2015

Administrative

- Manage diaries, ensuring they are up to date and reminding Lawyers of meetings etc. on a daily basis
- Arrange meetings, book conference rooms, refreshments, check rooms prior to meetings and liaise with other attendees, both internal and external
- Arrange photocopying, printing, organizing couriers, sending out of letters, faxes etc.
- Arrange for files to be opened and closed, supervise general filing requirements and record keeping
- Use effective systems to ensure that both short and long term tasks are completed within required timescales
- Support Lawyers in marketing activities

Communication

- Take internal and external telephone queries, responding as appropriate and/or ensuring that all messages are passed on in a timely manner
- Monitor post and/or e-mails and dealing with as appropriate and ensure that all client related correspondence is passed on to an appropriate fee earner if the relevant person is out of the office
- Liaise with other Business Support departments on behalf of lawyers as required
- Liaise with the department's Team Leader over any planned absences, arranging cover as necessary and communicating this to the relevant fee earners.

Client Relationship Management

- Become an active part in the care of clients and be wholly familiar with contacts/clients
- Enter, maintain and update client details and relevant information on the firm's contacts system
- Deal with basic client queries and general administration
- Arrange client meetings

Document Production

- Check correspondence, attachments, documents, reports, presentations, faxes etc. produced by the Document Production team before they are passed to the relevant lawyer and undertake basic/minor amendments where appropriate
- Type urgent/short/confidential correspondence and emails
- Produce and maintain Excel spreadsheets as required

Financial

- Assist Lawyers in ensuring their time is recorded properly and entered onto the system on a daily basis
- Assist Lawyers in the billing and credit control process by liaising with the Lawyer and accounts team, producing standard financial/time reports through the system
- Request cheques, bank transfers and paying in money received, as appropriate

Other Duties and Responsibilities

- Assisting others in the department whenever there is spare capacity or it is evident that a colleague needs assistance with their workload.
- Picking up telephone calls for other members of the department when they are away from their desk
- Participating in a lunch time telephone rota within the Legal Assistant team
- Assisting other members of the department, both proactively and at the request of the Team Leader
- Working effectively with other legal and support departments as required
- Any other duties as reasonably requested by the Lawyers or Team Leader, or a person of an appropriate seniority.