



# Ibrahim Essam Ibrahim Abd-Elhammid

LEGAL OFFICER

## Profile

Well-educated and motivated Legal Officer with +6 years of extensive experience in executing various paralegal duties. Great communicator with a Law degree from well known and excellent critical thinking skills. Offers highly professional attitude and significant ability to work and perform well in a team.

## Employment History

### Legal Officer, Chamber of commerce, Giza

FEBRUARY 2020 – PRESENT

- Discussing and solving problems with customers
- Member of the committee designated for contracting with other government agencies and private companies
- Representing the organization in the courts in some special court hearings
- Investigating government employees against whom complaints have been filed
- Create/Edit contracts

### Private Lawyer, Essam Ellaban for Law firm and Legal consultancy , Giza

JANUARY 2017 – JANUARY 2020

- Advise and represent clients in criminal or civil proceedings and in other legal matters.
- Communicate with clients, colleagues, judges, and others involved in a case.
- Conduct research and analysis of legal issues.
- Interpret laws, rulings, and regulations for individuals and businesses.

## Internships

### Legal Internship, Essam Ellaban for Law firm and Legal consultancy , Giza

JUNE 2016 – DECEMBER 2017

- Support law firms by performing administrative tasks, researching cases, drafting legal documents and observing events like hearings and depositions.

## Education

### license of law, Cairo University, Giza

SEPTEMBER 2011 – MAY 2016

## References

Essam Ellaban from Essam Ellaban for Law firm and Legal consultancy  
01008989361

Kareem Gamal from Chamber of commerce  
01118198049

## Courses

### Company establishment, MBL Academy

MAY 2021 – SEPTEMBER 2021

### drafting and dealing with contracts, MBL Academy

FEBRUARY 2021 – APRIL 2021

### English, British Council

FEBRUARY 2019 – JUNE 2019

## Details

Dokki

Giza

Egypt

01004158522

[hema.esam10@gmail.com](mailto:hema.esam10@gmail.com)

NATIONALITY

Egyptian

DRIVING LICENSE

Yes

DATE / PLACE OF BIRTH

11/08/1994

Egypt

## Skills

Communication Skills

Microsoft Office

Legal Writing

Legal Drafting

Legal Research

## Hobbies

Football, Travelling, Swimming

## Languages

Arabic

English