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| |  | | --- | | **Doaa Mohamed Hassan Khalil** | | **Egyptian ▪ Date of birth: 17 September 1987 ,Marital Status: Single** | | | |  | | --- | | **Contact** | | **Mobile: 01094853951**  **E-mail : doaakhalil179@gmail.com** | | |
| |  | | --- | | **Profile** | | |  |  | | --- | --- | | **Objectives:** | Seeking global, leading and reputable organizations that can provide me extensive career opportunities and a continuous development. My desired fields include: legal affairs, personnel affairs, secretarial, Administrative job. | | **Availability:** | 1 month prior notice | | | | | |
| |  | | --- | | **Education** | | |  |  | | --- | --- | | **2008** | * **Bachelor of Laws** Ain Shams University (Cairo).   Overall Grade: Good | | | | | |
| |  | | --- | | **Work Experience** | | |  |  | | --- | --- | | **Lawyer at law firm** | **2018 – Present** |   **Skills and Capabilities gained and developed:**   * Return the infringed rights to their owners. * Providing advice, guidance, and advisory services to their clients. * Providing principals with the best ways and means to act on the individual legal situations of each individual. * Presenting and discussing arguments, evidence and proofs. * Preparing and writing legal documents and texts such as contracts, legal conclusions, wills, lawsuits, and insurance contracts. * Representing the accused in civil and criminal trials and presenting evidence in order to defend them and prove their innocence. * Attending court hearings. * Settling disputes and disagreements. * Dealing with complex issues. * Make and take decisions.  |  |  | | --- | --- | | **Ebn Attaa Ellah School** | **2017 – 2018** |   **Secretary – Data Entry: -**  **Skills and Capabilities gained and developed:**   * Skills and Capabilities gained and developed: * Build and maintain positive working relationships with relevant customers. * Maintain an externally informed perspective on our business opportunities and challenges. * Understand what our customers need and focus on delivering innovative solutions to meet these. * Working and performing efficiently under pressure. * Team Work Skills.  |  |  | | --- | --- | | **Dar El Huda School** | **2016 –2017** |   **Secretary – Data Entry: -**  **Skills and Capabilities gained and developed:**   * Skills and Capabilities gained and developed: * Build and maintain positive working relationships with relevant customers. * Maintain an externally informed perspective on our business opportunities and challenges. * Understand what our customers need and focus on delivering innovative solutions to meet these. * Working and performing efficiently under pressure. * Team Work Skills.  |  |  | | --- | --- | | **Smart kids Nursery** | **2013 – 2016** |   **Teacher: -**  **Skills and Capabilities gained and developed:**   * Skills and Capabilities gained and developed: * Build and maintain positive working relationships with relevant customers. * Maintain an externally informed perspective on our business opportunities and challenges. * Understand what our customers need and focus on delivering innovative solutions to meet these. * Working and performing efficiently under pressure. * Team Work Skills. | | | | |
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| |  | | --- | | **Languages** | | **Arabic:** Native Language  **English:** Good speaking, reading and writing | | | | |
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| |  | | --- | | **Computer Skills** | | **Excellent knowledge:**   * Operating Systems (Windows 10, Windows 7, Windows Vista). * Microsoft Office **-** ICDL **-** (Word, Excel, PowerPoint). * Internet (Searching, preparing reports & researches). | | | | |
| |  | | --- | | **Training Courses** | | * Legal affairs course at Al-Haqaniyah company * Course (ICDL). * Completing the levels of English course. * Diploma (employee`s professional skills). | | | | |
| **Personal Skills** | |
| * Excellent communication skills. * Ability to work under pressure. * Able to work as part of a team. * Self-motivated. * Ability to learn. | |

**References shall be furnished upon request**