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| **Doaa Mohamed Hassan Khalil** |
| **Egyptian ▪ Date of birth: 17 September 1987 ,Marital Status: Single** |

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| **Contact** |
| **Mobile: 01094853951****E-mail : doaakhalil179@gmail.com** |

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| **Profile** |
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| **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 |

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| **Education** |
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| **2008** | * **Bachelor of Laws**Ain Shams University (Cairo).

Overall Grade: Good |

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| **Work Experience** |
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| **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.

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| **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.

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| **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.

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| **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).
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| **Training Courses** |
| * Legal affairs course at Al-Haqaniyah company
* Course (ICDL).
* Completing the levels of English course.
* Diploma (employee`s professional skills).
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| **Personal Skills** |
| * Excellent communication skills.
* Ability to work under pressure.
* Able to work as part of a team.
* Self-motivated.
* Ability to learn.
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**References shall be furnished upon request**