

# Fatma Atwa Abdel Moaty

lawyer

**Address:** elnozha elgdeda– **Cairo** **Phone:** 01030969001 **Email:** [Fatmaatwaelmahdy@gmail.com](mailto:Fatmaatwaelmahdy@gmail.com)

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## objective

An ambitious, focused and committed postgraduate law student with a special interest in Private Law, capable of working in fast-paced environments and of meeting strict deadlines, completing a case work in a highly efficient manner, able to work independently and as part of a team and can make valuable contributions to any legal team

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## Education

**University:** Cairo University

Faculty of Law

**Degree:** Bachelor's degree 2021

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## Work Experience

**Hashtag car.**

**May2021-apr2023**

**Legal assistant**

**/ . HR coordinator**

- Prepare for and hold Ordinary and Extraordinary General Meetings of the company and all the subsidiaries and sister companies.
  - Collect, examine, and organize evidence and other legal documents for attorney review and case preparation.
  - Analysing different sources of law and formulating legal arguments.
  - An investigation into financial and administrative irregularities
  - Represent the company in legal proceedings
  - Ensuring the company operates in compliance with applicable laws and regulations
  - Provide legal advice to senior management regarding various corporate and business matters
  - Keeping up to date with new developments in employment legislation
  - Assist the executive director, Legal with management of the legal department, performance evaluation and management of the external law firms.
- Restructure of any the group companies.
- Ensure support available for all other legal matters impacting the Company, including dis- putes management, Labor courts etc.), government investigations, and employment matter.

**Ahmed salah law Firm**

**2017/10to**

**2018 Legal coordinator**

- Perform research including through the use of legal databases, collects and reviews information and makes recommendations.
  - Prepare various legal agreements and forms required for signature, drafts correspondence , and various other documents .
  - administrative enquiries on legal issues and directs to appropriate legal counsel for action.
  - Liaise with external legal counsel or clients on documentation and administrative or confidential personnel matters as well as on various lawsuit issues.
  - Preparing investigations.
  - Negotiating terms of contracts with other parties
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## **Courses.**

English course at 4Level.  
Learn English on youtube in (Z American English by Ibrahim Adel.)  
ICDL and Advanced Excel.

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## **COMPUTER SKILLS**

Very good at using Microsoft Excel, Word and PowerPoint.  
Very fast typing on the keyboard.  
Good at using Visual Basic Excel.

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## **LANGUAGE SKILLS**

**Arabic** Mother Tongue

**English** Good in Speaking , Writing and Reading

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## **PERSONAL INFORMATION**

**Date Of Birth** 6th April . 1998

**Marital Statu** Single