

# Mai Ahmed

al Haram , Giza, Egypt.

0 106 748 0809

[maiahmed.ma952@gmail.com](mailto:maiahmed.ma952@gmail.com)

## Education:

- Graduated of faculty of law Arabic section 2015-2019.
- Cumulative grade: very good.

## Work experiences:

<u>Role/Company, Org</u>	<u>Duration</u>
• Attorney at Riad firm.	<u>2019 – 2022</u>
<ul style="list-style-type: none"><li>- Attending court sessions to present any file and to defend any the office's clients</li><li>- File a law suit to the court.</li><li>- Follow up all the administrative work which related to every and each law suit in the court.</li></ul>	<ul style="list-style-type: none"><li>- Establish all kind of companies, L.L.s, J.S.C, etc...</li></ul>

## Voluntary works

<u>Role/Company, Org</u>	<u>Duration</u>
• Reasla charity	Jun 2019 – Sep 2019.
<ul style="list-style-type: none"><li>- Help other to provide them a good food and shelters.</li><li>- Provide them clothes to keep them warm.</li><li>- Used all tools to make help people</li></ul>	

## Skills:

### ❖ Computer:

<u>Skill</u>	<u>Proficiency</u>
Microsoft Word	Very good [ High speed writing and knowledge with printing issues, formatting and editing]
Microsoft Excel	Good
Microsoft PowerPoint	Good

### ❖ Languages:

<u>Skill</u>	<u>Proficiency</u>
Arabic:	Mother tongue.
English:	Upper intermediate (B2)
French:	Fair to understand