



# Engy Mahmoud

## Director of Legal Consultations and Human Resources Assistant

My age 26 years old , and I am an open and enthusiastic person, and I enjoy working in the legal field and human resources assistant. I feel I have excellent communication skills in Arabic and moderate in English. I enjoy working with different people every day. I pride myself on giving my best to the success of my company and wherever I work, I like to make sure I have a very patient style and feel like I am also able to listen as well as communicate.

## Experience

2019 - 2020

Royal Medical Center

### Secretary.

- Welcoming customers and providing assistance to them Data entry, maintenance and archiving the documents Arranging and organizing appointments, meetings and conferences Preparing reports and submitting them to management Follow up on office supplies and monitor their movement to order new quantities Sending e-mails and faxes to the competent authorities Directing calls, whether internal or external, to the relevant departments Writing and coordinating various reports before submitting them to the competent authority Good communication with customers and providing them with comfort to satisfy them Organizing work and preparing reports using the computer for better results Providing all the data and information that managers need at work .

2020 - 2021

AL-ADL GROUP LAW\_FiRM /Egypt

### Lawyer and legal affairs officer

- worked as a free lawyer and in charge of legal advice for individuals and companies, working in the procedures for establishing commercial and administrative companies.
- Defending the rights of public founding persons of public institutions and non-profit bodies, managing legal affairs and drafting legislation, administrative regulations and contracts.

2021- 2023

Al Khair Trading and Distribution/Egypt

### Director of Legal Consultations and HR . Assistant

1. Drafting the legal contracts necessary to achieve the objectives.
2. Writing and recording contracts for legal transactions with international and domestic entities.
3. Follow the routes and register to follow the route.
4. Tracking the management and performance level of work at startups.
5. Working to raise the efficiency of workers and following up on the results of their tasks

## Certificates

- ICDI COURSE

## Contact

### Phone

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### Email

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### Address

Sharkia \_ Zagazig / Egypt

Nationality : Egyptian

## Education

2019

### Bechlar in Law

Zagazig University

## Skills

- Team Work
- Problem Solve
- Legal Research
- Time Management
- Organization
- Hard Working

## Language

English A1 Excellent

Arabic Native