

“I am enthusiastic about working in banks and prestigious companies, whether in legal or administrative affairs, or in any of its departments that are compatible with law, economics, or management, as I have experience in these fields, whether from practical reality or academic, but I can engage in other work, being I would like to learn everything new, and I am a persistent person who, as soon as I take a job, becomes responsible and diligent to accomplish it quickly and accurately, and I have the qualifications to work or lead a team, and I am fully aware of loans and credit, and I am able to explain the concepts of financial management to clients, And I am able to adapt to all difficult and new situations, as I have special skills that I use, and I am proficient in the field of customer service and dealing with them well, and I can speak Arabic and English fluently, and I can also write them with accurate grammar rules, and I am working on learning the language French Finally, I can work well under pressure and meet deadlines when delivering deliverables or preparing reports.”

- RESIDENCY:

- **Residence (1):** 24 A , Al Zaytoun St., Teraat Al Gabal , Al Zaytoun, Cairo.
- **Residence (2):** Madinet Fowa, Fuwa, Kafr El-Sheikh.
- **Residence (3):** 27 Abdel Qader Ragab St., Roshdy, Alexandria.

- EDUCATION:

- **Faculty of Law, Alexandria University.**

📍 **School Location:** Alexandria, Egypt.

📍 **Degree:** Bachelor of Laws (LLB).

📍 **Fields of Study:** Laws, Economics and Political Science.

📍 **Graduation (Start \ END) Dates:** Sep 2018 to Jul 2022.

📍 **Grade:** (GOOD).

- WORK HISTORY SUMMARY:

1- Trainee Lawyer, EL-Qandil Advocates and Legal Consultants | Alexandria , Cairo and Kafr El-Sheikh Branches. (Jul 2018 to Oct 2022)

📍 **Responsibilities:** "My Responsibilities were limited to reading books and legal encyclopedias necessary to consolidate legal principles, reading police reports and drawing conclusions from them, as well as reading old cases previously brought by the lawyer who trained me and writing their results, as well as attending sessions before the following courts: (criminal courts, whether felonies or misdemeanors / Civil Courts / Economic Court in Alexandria / Commercial Court in Alexandria / Maritime Court in Alexandria / Court of Cassation in Cairo / Administrative Court in Cairo) and assisting Legal Counsel Abdel Fattah Qandil in writing the cases, taking notes and going to the court to register cases."

2- Corporate Lawyer and Contracts Administrator, Future Business Women Association | Fuwa, Kafr El-Sheikh. (Oct 2022 to Present)

📍 **Responsibilities:** " My Responsibilities are review project financing contracts, provide clients with the necessary information about loans, clarify the terms of the loan contract before signing it, hear their complaints in order to maintain strong relationships with clients and the association, and attend criminal or civil hearings if the association has cases, and among my duties Also follow-up employees within the association and provide solutions to the practical problems they face, and after the sales staff bring customers to obtain loans, I work to develop and consolidate relations with customers by showing several things that make them trust the association, which increases the strength of relations with him, and ensures the continuity of Customer satisfaction. The future and the return on financing renewal, then meeting clients in my office at the association and moving to the project preview in order to determine approval or rejection, and finally I attend meetings with the CEO and direct manager of the association to review the monthly financing operations that have taken place, and the things that attract customers, and help The accountant in the syndicate by clarifying the validity of the signatures and fingerprints on the cheques."

- Courses:

1) Introduction to Forensic Science. <i>(NANYANG TECHNOLOGICAL UNIVERSITY, SINGAPORE)</i>	(Pass rate: 96.66%)
2) American Contract Law I. <i>(Yale Law School, Yale University, USA)</i>	(Pass rate: 98.60%)
3) American Contract Law II. <i>(Yale Law School, Yale University, USA)</i>	(Pass rate: 88.49%)
4) High Stakes Leadership. <i>(Stephen M. Ross School of Business, University of Michigan, USA)</i>	(Pass rate: 85.02%)
5) Introduction to International Criminal Law. <i>(Global Legal Studies, Case Western, Case Western Reserve University, USA)</i>	(Pass rate: 100%)
6) Constitutional Concepts and Supreme Court Cases. <i>(University of Pennsylvania Law School, USA)</i>	(Pass rate: 95%)
7) English Common Law. <i>(University of London)</i>	(Pass rate: 84.40%)
8) Data for Better Lives: A New Social Contract. <i>(WBGx - World Bank Group)</i>	(Pass rate: 83%)
9) Comparative Judicial Systems. <i>(FedericaX - Federica Web Learning - Università di Napoli Federico II.)</i>	(Pass rate: 78%)

- LANGUAGES:

- **Arabic:** Mother Tongue.
- **English:** Fluent.
- **Legal English:** Fluent.
- **French:** Basic User.

- COMPUTER SKILLS:

- **Communication .**
- **Microsoft Office.**
- **Social Media.**
- **Data Entry.**

- SKILLS:

- **Customer Service.**
- **Customer Relationship Management.**
- **Active Listening.**
- **Risk Management.**
- **Time management.**
- **Loan Processor.**
- **Teamwork.**
- **Time Management.**
- **Negotiations.**
- **Loan Officer.**
- **Emotional Intelligence.**
- **Decision-Making.**
- **Self-Awareness.**
- **Interpersonal communication.**
- **Motivation.**
- **Speech.**
- **Leadership.**
- **Research.**
- **Legal Research.**
- **Critical Thinking.**
- **Resilience.**
- **Attention to detail.**
- **Contract Management.**

- ADDITIONAL INFORMATION:

- **Military service :** Exempt from military service.
- **Marital Status:** Single.
- **Entertainment:** (Reading books \ Watching football matches \ Playing PlayStation \ Watching movies)