

Islam Refaat Shahat

Lawyer

+20-106-911-0489



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elnawawyeslam8@gmail.com



Cairo - Egypt.

OBJECTIVE

A lawyer with extensive experience in legal and administrative affairs, specializing in debt collection and drafting commercial contracts. I hold a Bachelor of Law from Helwan University and a Postgraduate Diploma in Public Law from Ain Shams University. Throughout my career, I have worked in various companies where I gained valuable experience in legal data analysis, liaising with government entities, and attending court sessions. I possess strong negotiation and dispute resolution skills, and I am proficient in using Excel and Word to prepare legal and administrative reports. I am seeking professional growth in a dynamic and professional environment that supports the development of my legal and administrative capabilities.

EDUCATION

Postgraduate Diploma in Administrative Sciences (Master's Track) - In Progress

Ain Shams University – Egypt

Postgraduate Diploma in Public Law – Grade: Good - 2023

Ain Shams University – Egypt

Bachelor of Laws (LL.B.) – Grade: Good – 2019

Helwan University – Egypt

PERSONAL SKILLS

- Working Under Pressure
- Problem-Solving Ability
- Discipline and Self-Confidence
- Time Management and Task Scheduling
- Work Flexibility
- Adaptability, Planning, and Creativity

COMPUTER SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- Internet Browsing

LANGUAGES

- **Arabic :** (Native Language)
- **English :** Good.

PERSONAL DATA

- **Nationality:** Egyptian
- **Date of Birth:** 14/09/1997.

PROFESSIONAL EXPERIENCE

Lawyer – Regency Gate Contracting Company

Currently Employed

- Working in the Legal Affairs Department
- Responsible for Public Relations
- Preparing and reviewing employee contracts
- Handling social insurance matters
- Liaising with the General Authority for Investment (GAFI) and updating company records

Lawyer – Qeema Company for Bank Debt Collection

From 2 years – Present

- Legal representative for banks such as Crédit Agricole, Bank of Alexandria, and Raya Company
- Negotiating and settling debts
- Preparing legal reports and attending court sessions
- Reviewing commercial contracts
- Handling employee-related legal affairs

Data Entry & Data Analyst – Al-Bonyan for Trading & Supplies (El-Fergany)

Mar 2021 – Aug 2022

- Entered and analyzed company data
- Proficiently used Excel and Word for data management and reporting

PROFESSIONAL SKILLS

- **Drafting and Reviewing Legal and Commercial Contracts:** Hands-on experience in preparing and legally reviewing employment and commercial contracts.
- **Debt Negotiation and Settlement:** Strong ability to negotiate with clients and banks in the field of debt collection and settlement.
- **Corporate Legal Affairs Management:** Skilled in handling social insurance files, governmental relations, and updating company data with official authorities.
- **Legal Report and Minutes Preparation:** Proficient in drafting meeting minutes and preparing accurate legal and administrative reports.
- **Court Session Management and Case Follow-Up:** Experienced in attending court sessions, drafting session minutes, and efficiently managing legal procedures.
- **Legal and Administrative Data Analysis Using Excel and Word:** Competent in organizing and analyzing data, and preparing detailed reports using Microsoft Office tools.
- **Communication and Coordination with Governmental Authorities (Investment – Social Insurance – Tax):** Extensive experience representing companies before official bodies and executing legal and administrative procedures successfully.



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CONTACT



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Cover letter

Dear Hiring Manager,

I am writing to express my strong desire to join your esteemed organization in a legal or administrative role. I believe that my diverse professional experience and specialized skills will allow me to contribute effectively to the company's success.

I am a graduate of the Faculty of Law at Helwan University, and I obtained a Postgraduate Diploma in Public Law from Ain Shams University in 2023. Throughout my career, I have developed multiple skills across various areas, from legal debt collection, drafting commercial and penal contracts, to handling corporate legal affairs. Additionally, I have extensive experience dealing with courts, drafting minutes, and attending legal sessions.

I worked as a lawyer for Qeema Company for Debt Collection, where I negotiated with banks and clients to settle debts and implement collection procedures. I also prepared accurate legal reports related to employees and commercial contracts in companies. Moreover, I had an outstanding experience managing legal affairs at Regency Gate Contracting Company, where I was responsible for dealing with the General Authority for Investment, updating company data, and coordinating social insurance matters.

In addition to my legal skills, I have a high ability to analyze and professionally use Microsoft Excel and Word, which contributes to managing legal and administrative data efficiently.

I believe I would be a strong addition to your team, as I possess initiative, excellent communication skills, and the ability to handle work under pressure, in addition to high flexibility in applying legal and administrative work standards.

Thank you for taking the time to read my letter, and I look forward to the opportunity to discuss how I can make a meaningful contribution to achieving the organization's goals. I am available for an interview at your convenience.

Kind regards,

Islam Refaat Shahat



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