

AHMED MAHMOUD BAKRI MOHAMED

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SUMMARY

A graduate of the Faculty of Law, is passionate about the field of law and self -development, I seek to employ my legal knowledge and technical and linguistic skills in a professional work environment. I hold a training course in the general English, which enhances my ability To communicate effectively in multiple contexts. I also completed the computer leadership course and the development of personal skills, which contributed to enhancing my efficiency in using technical tools and developing my skills in time management and teamwork.

WORK EXPERIENCE

The acquired practical skills

- * The ability to prepare and formulate legal notes and contracts professionally.
- Legal research and analysis using various sources to support legal pleasures and opinions.
- * I have a lot of experience in the Department of Legal Affairs.
- * It was also appointed as an accountant in many private companies.
- * Use computers efficiently to prepare reports and presentations.
- * The ability to deal with professional email and organize official correspondence.
- * Effective communication with colleagues and clients from various backgrounds.
- * Providing administrative support to the legal team during meetings or preparing for issues.
- * Learning and adapting to different work environments.
- * Problem solving and decision -making skill
- * Knowledge of the basics of writing reports and legal analyzes.
- * The ability to summarize and analyze lengthy legal documents.
- * Time management effectively to fulfill the final date
- * Applying the principles of professional behavior and legal ethics.s.

EDUCATION

South Valley University

Faculty of Law in Qena Governorate. (2023)

Additional courses

- Training course For International Computer Driving License (European Institute Certificate) .
- Public English language course (Training Department at the European Center)
- English language course English talks (Certificate of the European Institute).
- Course ICDL - Personal skills course - A course in the Accounting Department

ADDITIONAL INFORMATION

- **Professional skills** : Commitment to work morals , Work under pressure , Dealing with computer programs and modern technologies, monetary thinking, speed of adaptation, negotiation and persuasion, analytical thinking , Continuous self -development ,the job Within a team,
- **Languages**: English, Arabic
- **Hobbies** : I am a boxer who holds many championships as I work as a physical fitness coach and I got sports courses in the field of healthy nutrition and fitness, as I read many legal books

"I seek to achieve excellence in my career, while adhering to continuous development and providing real value to the team that I joined."