



SARA OMAR MAHMOUD AHMED

Lawyer

PROFILE INFO

I am a dedicated and ambitious individual with a driving force to be successful in my work and make a difference in my country. and empathetic person this helps me to be easily compatible with all kinds of people allowing me to seamlessly integrate into the job role and workplace.



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PERSONAL INFO

- Date of Birth: 1/3/1997
- Marital Status: Single
- Gender: Female
- Nationality: Egyptian
- Place of birth: Cairo
- Religion: Muslim
- Member of the Bar Association

SKILLS

- Computer proficiency.
- Leadership experience.
- Communication skills.
- Organizational know-how.
- Collaboration talent.
- Problem-solving abilities.

LANGUAGE SKILLS

Arabic 100%

English 80%

EDUCATION

Bachelor of Law Helwan University.

GPA: Good

Grade year 2019

Diploma in Administration Science

Ain Shams University

Grade :Very Good

Grade year 2020

Diploma in Public Law

Ein Shams University

Grade :Very Good

Grade year 2021

Diploma in Establishing companies from CGTS

COURSES & TRAININGS

- Diploma in International Arbitration from Arab Arbitrators for International Arbitration for excellent grading o Include (preparing a lawyer - legal preparation - Counsel)
- English Courses

INTERPERSONAL SKILLS

- Administrative Skills
- Communication Skills
- Critical Thinking Skills
- Marketing Skills
- Customer Service Skills
- Time Management Skills
- Creative Thinking Skills
- Decision Makings Skills
- Organizational Skills

KEY COMPETENCIES AND SKILLS

- Listening to clients in a professional, tactful and sympathetic manner.
- Keeping up to date with changes in the law.
- Thinking creatively to accomplish clients objectives.
- Settling disputes and supervising any agreements.
- Able to remain seated for long periods of time with little activity going.
- A sound understanding of public and regulatory law.
- A flexible approach to work.

AREAS OF EXPERTISE

- Negotiating settlements
- Public speaking
- Commercial law
- Writing contracts
- Meeting clients

Computer Skills

- Very Good user of Microsoft office (word , Excel , power point , Access ,internet explorer and outlook)

WORK EXPERIENCE

Right International Company for Collection and Banking Inquiry Services

11/2021 till 10/ 2022

- Dealing with day to day banking enquiries from customers on the range of products and services.
- Listening to the customer's needs.
- Offering clients a straight forward bespoke financial services.
- Identifying ways in which to enhance an individual's banking experience.

Smart Village Xceed Company

10/2020 till 11/2021

- Always following the company's compliance guidelines.
- Pinpointing to customers the exact way in which a product or service will meet their precise needs.
- Increasing sales of products with existing customers.
- Making sales calls to customers to maintain existing business relationships.
- Developing sales action plans.
- Interpreting accounts and trends and then presenting your conclusions to senior managers

Establishment of companies in CGATS company

11/2019 till 02/ 2022

- Preparing sales order forms and reports.
- Discussing credit terms and conditions.
- Working closely with assigned external Sales Executives to drive additional revenue growth.
- I am getting to know the customer's buying pattern.
- We are actively listening to a customer's needs.
- Dealing with one-off orders.
- I was making phone calls to schedule meetings with potential customers.