

Mahmoud Ahmed Mahmoud Gharieb

Hawally Governorate, Kuwait
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Professional Summary

- I have the ability and experience required to prepare lawsuit statements in the various branches of law, write appeals and cassation statements, and provide legal advice ,drafting and reviewing all types of agreements, contracts and memorandums of understanding and defending the rights of the client in the event of any breach or irregularities during the implementation of the concluded contracts ,assisting clients in amending contracts when necessary, and when clients wish to terminate or dissolve commercial relations.

Skills

- Decision Making.
- Team Management and Supervision
- Analytical and research skills
- Time management
- Attention to detail and accuracy
- Problem analysis and problem-solving skills
- Computer skills (Microsoft Windows – Microsoft Office)
- Persuasive communication
- Written communication skills
- Organizational skills

Work History summary

Legal Office Manager | October 2019 – Current

Alman Law Firm

Legal Office Manager Responsibilities:

- Give accurate and timely counsel to executives in a variety of legal topics (labor law, partnerships, international ventures, corporate
- Collaborate with management to devise efficient defense strategies
- Communicate and negotiate with external parties (regulators, external counsel, public authority etc.), creating relations of trust
- Draft and solidify agreements, contracts and other legal documents to



ensure the company's full legal rights

- Provide clarification on legal language or specifications to everyone in the organization
- Maintain current knowledge of alterations in legislation
- Accuracy in filing of all statutory returns and forms etc. with Registrar of Companies.
- Writing lawsuits and appeals.
- providing oral and written legal advice.
- Preparing reports on cases.
- Managing tasks among colleagues in the office.

Legal Advisor | September 2016 – September 2019

Prof. Muhammad Suleiman Al-Hatlani Law Firm

Legal Advisor Responsibilities:

- Conducting legal analysis and researching legal matters.
- Providing advice on legal matters.
- Drafting legal opinions, memoranda, and briefing documents.
- Reviewing legal material.
- Formulating formalities regarding settlements of disputes.
- Monitoring the implementation of the legal clauses.

Legal Advisor | January 2016 – August 2019

Prof. Muhammad Suleiman Al-Hatlani Law Firm

Legal Advisor Responsibilities:

- Conducting legal analysis and researching legal matters.
- Providing advice on legal matters.
- Drafting legal opinions, memoranda, and briefing documents.
- Reviewing legal material.
- Formulating formalities regarding settlements of disputes.
- Monitoring the implementation of the legal clauses

Education

- **Faculty of Law | Beni Suef University**

Bachelor of Law, Jul 2013, Good

Certifications

- Human Development Course
- English Course at Change Center
- International Computer Driving License (ICDL)

Languages

- Arabic: Native language
- English: Proficient

Additional Information

- Marital Status: Married
- Date of Birth: 09, Aug, 1992
- Nationality: Egyptian