

PARALEGAL

Ref #: 09-1005-0321

English – Arabic

Location: Dubai

Education

2004 Graduated from Faculty of Law - English Department, Alexandria University, Egypt.

Working Experience

- 2018 – Present: **Paralegal** in Procter and Gamble Company P&G in the Legal department in Dubai.
- **Legal Researcher**- Nad Al Shaba Holding & **Paralegal** - Nad Al Shaba Group 2015-2017
- Legal intern in Ince & Co Middle East 2014
- Creative Kids nursery as Arabic teacher for non-Arabic speakers 2014
- Hopscotch nurseries as Arabic teacher for non-Arabic speakers 2013
- Jumeirah International Nurseries as Arabic teacher for non-Arabic speakers 2011
- Instructor in UC MAS (Universal Concept of Mental 2007
- Arithmetic System) as Math Instructor.
- Working as volunteered in Alexandria Library (Alexandria Bibliotheca) 2006
- Trainee in National Bank of Egypt, Customer Services Department 2005
- Trainee in National Bank of Egypt, Investment Deposits Certificates Department 2004

Other Proficiencies

- 2006 Banking Operations by Central Bank of Egypt.
- 2003 Arbitration Law from Center Of legal Economic Studies.
- 2003 Legal English Terminology from Center Of legal Economic Studies.

Other Skills:

2005 Computer Certificate in MS Office.