




Ahmed Saraha


RESUME

Legal Professional, Management Executive Manager

CONTACTS

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PROFILE SUMMARY

About Me

I am a Passionate, Energetic, and analytical individual who have the innovative and strategic leadership thinking to effectively oversee the company's management services, seeking challenging position in a organization, utilizing my proven track record in driving revenue growth and forging strategic partnerships to achieve business objectives.

LICENSES


* Driving License | Private Car
(Egypt, International, Saudi Arabia)

* Member of Arab Lawyers Union.

* Member of Egyptian Bar Association

LANGUAGES

ARABIC 

ENGLISH 

SPANISH 

PROFESSIONAL EXPERIENCE

- +10 Years of Experiences in Legal Affairs, Attorney & Operation/ Management, Dealing with all Government Officials, Departments.
- +7 Years of Experiences in Inspection, Observation, Supervision & Public Relations and Customer Services.

* CEO Office Manager, Legal Professional

Nawwa Legal | Abdulaziz Al Othaim & Sons Holding Co.
Riyadh, KSA | NOV 2023 – OCT 2024

* CEO Office Manager, Legal Professional

MSTECH | I.O.T, AI - Smart Homes, Smart Cities
Riyadh, KSA | MAR 2022 – JUNE 2023

* Legal Counsel, CEO Office Manager

MERC | Security, Guarding and Wireless Communications Co.
CAIRO, EGYPT | FEB 2018 – MAR 2022

* Management Executive Assistant

EMAAR HOSPITALITY DUBAI GROUP | Properties
NORTH COAST, EGYPT | AUG 2017 – JAN 2018

* Deputy Manager of Legal Affairs Dep. & HR and Admin Dep.

ALHAJERY Overseas Co. | ARAMCO | Maintenance, Hygiene
DAMMAM, KSA | MAY 2015 – JUL 2017

* Lawyer & Office Manager

Hassan Al Anwar Law Firm | Attoreny, Legal Consultants
ZAGAZIG, EGYPT | JUN 2008 – MAY 2015

EDUCATION

SEP 2008 - NOV 2012
ZAGAZIG. EGYPT

BACHELOR OF LAW (LL.B.)
COLLEG OF LAW, ZAGAZIG UNIVERSITY

SEP 2005 - JUN 2008
ZAGAZIG. EGYPT

HIGH SCHOOL DIPLOMA
ZAGAZIG MILITARY HIGH SCHOOL

VOLUTNEER

- Volunteer at Civil Society Organizations in Humanitarian, Society Awareness, Development and Service Work.
- Local Observer at the National Elections Authority - Arab Republic of Egypt.
- Local Observer at the Presidential Elections - Egypt. 2018
- Trainer/Volunteer at Fund of Fighting and Treating Addiction - the National Council for Youth - The Presidency of Council of Ministers – A.R.E.
- Volunteer of Social Responsibility and Awareness at Nestlé Co. Egypt.
- Lecturer in the Preparation of Trainers Programs (T.O.T) – Ministry of Youth, Egypt

SKILLS

- ✓ Negotiation and Persuasion
- ✓ Analytical Skills
- ✓ Prioritization
- ✓ Time Management
- ✓ Attention to Details
- ✓ Efficiency
- ✓ Interpersonal Skills
- ✓ Motivation
- ✓ Confidence
- ✓ Confidentiality
- ✓ Innovative
- ✓ Creativity
- ✓ Problem-Solving
- ✓ Team Leadership
- ✓ Communication
- ✓ Report Writing
- ✓ Regulation and Laws
- ✓ Legal Analysis
- ✓ Work Achiever
- ✓ Workaholic
- ✓ Survival, Adaptability

SCIENTIFIC QUALIFICATIONS- CIVIL /CERTIFICATES

- Technology Awareness Ambassadors Prog/ Cyber Security 2024
- International Management Course – Faculty of African Postgraduate studies, Cairo University, Egypt 2024
- First Aid, CPR and AED Course – (First Aid - Cardiopulmonary Resuscitation- Automated External Defibrillator) Egypt 2023
- Combating Corruption Course - The Administrative Control Authority - Egypt 2018
- Leaders Preparation Course - Sadat Academy for Administrative Sciences - Ministry of Higher Education – Egypt 2018
- Administrative Control and Anti-Corruption Course - Sadat Academy for Administrative Sciences - Ministry of Higher Education. Egypt 2018
- Planning and Sustainable Development Course - the National Institute of Higher Management - Ministry of Higher Education. Egypt 2018
- Crisis Management Course- The Human Resources Development Center of State - Cairo Governorate – Egypt 2018
- HR & Customer Service and Public Relations Course - Ministry of Youth and Sports - Egypt.
- The International Arbitration and Litigation Course - Geneva International Arbitration Commission - Switzerland – EU- 2014.
- Diplomatic, Consular Relations and Political Affairs Course - certified from the United Nations and Geneva International Arbitration Commission – Switzerland- EU- 2014.
- Training of Trainers (T.O.T) Course – The National Youth Council - The Presidency of Council of Ministers – Egypt.
- Defense of Human Rights & Combating Crimes of Human's Trafficking Course -United Nations- Civil Society organizations.
- Planning and Management of Career Pathway Course - the Ministry of Youth and Sport of Egypt & UNICEF - UN
- ICDL, Human Development (Negotiation - Persuasion skills - Communication skills - Time Management) Courses.

MILITARY QUALIFICATIONS /CERTIFICATES

- Preparation of Management Leaders course – Military College of Management Sciences – Minister of Defense – Egypt - 2024
- Thinking Styles , Future Studies - Strategic Studies Center - Nasser Higher Military Academy - Ministry of Defense –Egypt 2021
- Decision-Makers Course - National Defense College - Nasser Higher Military Academy - Ministry of Defense – Egypt 2020
- Crisis Management, Negotiation Course- National Defense College - Nasser Higher Military Academy - Ministry of Defense –2019
- Security, Political Young Leaders Course - Popular Defense Forces and the Military - Ministry of Defense – Egypt 2019
- Strategic Studies, National Security Course - National Defense College - Nasser Higher Military Academy - Ministry of Defense – Egypt 2015