

Amal Awad Zakaria Elbelesy

Egypt, Cairo

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I am passionate about learning new things, taking on challenges, and developing my capabilities. I would like to find a long-term position that is both challenging and rewarding, where I can fully utilize Arabic and English written and spoken.

As a junior lawyer with a law degree from Mansoura University, I have strongly developed legal research and writing skills that enable me to achieve results for my clients. I have successfully defended clients' rights, negotiating, drafting, and reviewing a variety of agreements and contracts, and preparing persuasive briefs and proposals for every case brought to court.

In my previous role as a customer service agent at Orange, I gained valuable experience in sales & communicating with customers, resolving their problems, and recommending products and services that meet their needs to ensure customer satisfaction. I also dealing with micro soft office and drafting and design skills.

EDUCATION

- Bachelor's degree Faculty of law
Mansoura University, graduation year 2015.
- Familiar with LABOR LAW NO. 12 OF 2003
- Familiar with customs law 2020 .
- Public relation and secretarial .
- Amadeuse course: Amadeus selling plat form connect basic from amadeuse Egypt.
- English course
From Mansoura university .
- Self development and communication skills .
- Dealing with Microsoft office : word , excel , power point .

TEHNICAL SKILLS

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| • Dealing with Microsoft office :
word , excel , power point in a
good way . | • Professional teamwork and
team leadership. |
| • Excellent communication and
negotiation skills. | • Ability to work independently
and as a part of team and assist
others when needed. |
| • Dealing with people and love to
solving problems . | • Coordinating meetings and
events in an excellent way. |
| • Working with different
departments and achieving the
required tasks . | • Sales and customer service skills. |

- Dealing with government agencies and their electronic platfprms.
- Dealing with the system of communication companies
- experience working in an administration and support role within private practice and legal services .
- attention to detail, and the ability to work autonomously in a fast-paced legal environment.

EXPERIENCE

- **joniur Lawyer and legal advisor** from dec 2022 till now
 Defending clients' rights
 Draft, review, and negotiate a diverse range of agreements, and file comprehensive complaints and airtight.
 Independently manage legal tasks such as litigation, contract management, and dispute resolution in alignment with both labor and corporate laws.
 Conduct in-depth analysis of legal issues and provide expert guidance on legal solutions, considering laws
 Work closely with team to prepare accurate, persuasive briefs and motions for every case that goes to trial.
 perform research on legal matters related to specific cases, Attend court frequently for hearings and pre-trial conferences.
- **Orange** from jul 2019 – till nov 2022
 Customer service & Deputy director
 The customer service representative attract potential customers by answering product and service questions suggesting information about other products a services . process orders , prepare correspondences and fulfill customer needs to ensure customer satisfaction .
- **Kitchen art** from Nov2018- till Aug 2019
 Kitchen designer and sales and customer service
- **El motaz tourism** from May 2019 – June 2019
 Airline reservation officer and customer service
 Reservation agents must have impeccable customer service skills and be excellent communicators.

- **Leader for transporting (Damietta port)** **from April 2018-Nov 2018**
 Management and QUALITY ASSURANCE
 Review all receipts , papers and releases for loading and aging daily and preparing papers for that
 Calculate the daily covenant and weekly salaries for drivers
 Calculate the cost of each container for aging or loading
- **Lawyer's office** **from JAN 2014-Dec 2016**
 Lawyer
 Bachelor's degree in law.
 Experience in drafting , negotiating and reviewing legal documents.

ACTIVITES

- **Swimming**
- **Plaing chick boxing**
- **Theatre acting**
- **Volunteer resala charity**

PERSONAL PROFILE

Date of birth : 4.8.1992
Marital status : single
Nationality : Egyptain
Mother tongue : Arabic
Language skills : Arabic and English
English : Intermediate