

# AREEBA MASOOD

LEGAL PROFESSIONAL

## CONTACTS

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## EDUCATION

### MASTERS IN LAW (LLM)

Liverpool John Moores  
University

### BACHELOR IN LAW (LLB)

Denning Law School  
(University Of London)

### A LEVEL

### O LEVEL

## CERTIFICATION

- Anti-Money Laundering  
(AML): Know Your  
Customer (KYC)  
Essentials
- ADGM Regulatory  
Authority - How to Apply  
Course
- CSP ADGM Data  
Protection Completion  
Certificate
- Compliance and  
Business Ethics Y24
- Registry Video 2.0 Y24

## SKILLS

- Contract Drafting
- Legal Research
- Document Review
- Regulatory Compliance

## ABOUT ME

A skilled legal professional with comprehensive experience in contract drafting, AML, KYC, intellectual property, and compliance. My expertise includes legal research, risk management, and providing strategic legal advice to safeguard organizational interests. As I pursue a Master's in Corporate and Commercial Law, I am passionate about deepening my understanding of the UAE legal framework and contributing to the growth and success of organizations within this dynamic market.

## WORK EXPERIENCE

- ASSISTANT MANAGER LEGAL

Inbox Business Technologies Limited

SEP - 2022  
OCT - 2024
- Draft and review contracts and legal documents, ensuring compliance across multiple jurisdictions, including UAE and UK
  - Handle RFPs, MOUs, and legal documents, performing detailed risk assessments.
  - Provide legal advice on company matters
  - Modifying contractual terms to mitigate risks and align with company goals.
  - Prepare and respond to legal correspondences and inquiries, ensuring clear and timely communication.
  - Conduct due diligence for potential acquisitions and investments,
  - Identifying risks and recommending mitigation strategies.
  - Manage a portfolio of legal documents, including NDAs, MOUs, and POAs
  - Ensuring compliance and supporting operational efficiency.
  - Collaborate with external legal counsel on litigation matters, attend court proceedings, and represent the company when required.
  - Assist the company secretary with board-related matters.
- LEGAL ASSISTANT

Intellectual Property Association Pakistan

AUG - 2021  
AUG - 2022
- Provide legal advice and support on new and ongoing Intellectual Property (IP) matters, including trademarks, copyrights, and other related issues.
  - Assist in the registration and protection of trademarks, copyrights, and other IP assets.
  - Handle client interactions regarding IP-related inquiries, ensuring effective communication and resolution of issues.
  - Monitor and share updates on relevant IP laws, regulations, and changes with the manager and other stakeholders within the business.
- LEGAL INTERN

Z2C Limited

JUN - 2021  
JUL - 2021
- Assist in vetting and reviewing contracts, agreements, and other legal documents to ensure accuracy and compliance.
  - Draft and review daily communications, including letters, emails, and memos.
  - Maintain and update the legal database regularly, ensuring that all records are accurate and up to date.