



PROFILE Highly motivated bilingual Law and International Relations fresh graduate, committed to academic excellence. Experienced in fast-paced environments with a focus on meeting strict deadlines efficiently. With a strong background in negotiation, market analysis, and client relationship management. I bring a versatile skill set to a challenging role.

EDUCATION

University of Surrey, Guildford, UK

Law with International Relations: 2.1 with honors (3.5 GPA)

2020- 2023

Relevant modules: *CONTRACT LAW, CRIMINAL LAW, TORT LAW, LAND LAW, INTELLECTUAL PROPERTY, FAMILY LAW, EMPLOYMENT LAW, PUBLIC LAW*

University of Surrey, Guildford, UK

2019 - 2020

University Foundation Program (UFP) Subjects - Business, Sociology, Economics

GEMS International School, Dubai, UAE

2014-2019

Obtained International Baccalaureate Diploma

WORK EXPERIENCE

Paralegal/ Legal Consultant- Fatma Al Mheiri Advocates & Legal Consultants

Jan 2024- Present

- Proficient in navigating the UAE legal framework across various jurisdictions and authorities, with hands-on experience supporting corporate establishment processes for local and international clients.
- Reviewing and amending contracts, Power of Attorneys, and legal notices, showcasing keen attention to detail and precision in legal documentation.
- Successfully led the complete process of company formation for clients, managing everything from initial approvals to obtaining licenses from government authorities.

Belron International Limited, Surrey, UK —Paralegal

June 2023 – Sept 2023

- Consistently applied UK law in practice through legal research, contract amendments, and drafting and proofreading legal documents.
- Involvement in weekly legal client meetings and documenting them.
- Paying close attention to detail, ensuring accuracy in legal documents for quality control.
- Organized a fundraising event to raise NGO awareness, ensuring all activities complied with legal auction regulations.

EXTRACURRICULAR ACTIVITIES

1. **Law mentor for Undergraduate Students** - Provided constructive feedback and practical advice to help students enhance their legal skills. Adopted a patient and supportive approach, demonstrating a strong commitment to their growth and development.
2. **Real estate sales advisor-** Fam properties Dubai achieved successful closure of two property deals within a month, totaling AED 3 million.
3. **Branch Manager Assistant (part time- Frozen yogurt store)-** Handled daily operations, independently led store rebranding, ensured a clean and organized environment, and developed strong customer service and time management skills while balancing work with university studies.
4. **Team Leader – Dar Al Atta (NGO)**
Demonstrated strong leadership, communication, and teamwork skills while managing team activities and initiatives.
5. **Social Media Officer – Arab Society**
Managed social media presence, utilizing effective communication strategies to engage with the community.

SKILLS

- MS Office, Time Management, Teamwork, Interpersonal, Social Media Marketing, Financial Modeling, Presentation, Analytical, Adaptability, Research

LANGUAGES

- Bilingual (English and Arabic).
- French- Basic Speaker

