

MAHMOUD FATHY KHAMIS

ATTORNEY & LEGAL AFFAIRS ADVISOR SPECIALIZING IN CORPORATE FIELD & LEGAL TRANSLATION

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SUMMARY

A dedicated legal professional with extensive experience in legal affairs management, committed to achieving high professional standards. Seeking an opportunity to enhance legal competencies and contribute to the growth and success of an organization.

EDUCATION

Bachelor of Laws

- Alexandria University, Egypt
 - Graduated: 2010
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CERTIFICATIONS & TRAINING

***Currently a licensed lawyer and registered as an appeals attorney with the Egyptian Bar Association Since month May of the year 2011.**

1/ Legal Translation And Contract Drafting Course:

* I hold a certificate of appreciation and experience in legal translation and contract drafting in ENGLISH From CLC Academy And Shield Law Firm for Arbitration, Law and Legal Studies.

* I hold a certificate of experience working in the office and have proven my experience in the corporate field and demonstrated experience equivalent to 3 years of experience compared to others who received training elsewhere , I possess the skills and qualifications necessary to work in all types of companies.

2/ Saudi Professional Corporate Lawyer Diploma:

* I hold a certificate and experience in The Egyptian and The Saudi corporate field from PLA Legal Academy and have proven my experience in the corporate field and demonstrated experience equivalent to 3 years of experience compared to others who received training elsewhere, in (Establishing companies in the Kingdom of Saudi Arabia / Saudi Investment System / Labor System according to Saudi Law).

* A certified and certified certificate from the International Center for Training and Development, in cooperation with the Egyptian Ideas Bank Association, And British Foundation ensuring that I have completed the training program in (corporate contracts/Saudi Professional Corporate Lawyer).

3/ ICDL Certificate - International Computer Driving License (ICDL v5)

***Applications Software - ICDL, Certificate in Basic Computer Skills.**

- Training Center: (Ministry of Culture)
- Course Content: (Introduction to computers / Computer hardware and software /Microsoft Office - Word - Excel - Powepoint / Internet usage)
- Training Duration: 60 hours.
- Issued by: Egyptian Ministry of Culture.

4/ American Diploma in Phonetics, Grammar, Conversation, and Translation

***General Administration of Translation and Foreign Languages, American Diploma in English Language.**

- Issuing Organization: Syllabus Academy
 - Recognizes successful completion of a course in American English language.Signed by the Examiner and Director of Syllabus Academy.
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PROFESSIONAL EXPERIENCE

1/ Attorney, Legal Affairs Manager Resala Logistics Company, Alexandria, Egypt: (05/2021 - 12/2024)

- Managed all legal affairs, ensuring compliance with local and international laws.
- Represented the company in court, handling a range of legal cases.
- Drafted and reviewed contracts, agreements, and other legal documents.

2/ Attorney, Legal Affairs Manager Al-Ikhwa Real Estate Investment and Development Company, Alexandria, Egypt: (06/2014 –04/ 2021)

- Oversaw legal operations, providing legal advice and support to the company.
- Managed litigation and coordinated with external law firms for complex cases.
- Ensured proper risk management and legal compliance in real estate projects.

3/ Attorney, Assistant Legal Affairs Manager Extracted Oils Company, Alexandria, Egypt: (10/2012 –05/ 2014)

- Assisted in managing legal issues and disputes.
- Handled legal documentation, contracts, and case preparations. Conducted
- legal research to support senior legal advisors.

Private Lawyer

Alexandria, Egypt

2010 - Present

- Independently managed a private law practice, focusing on civil and partial cases. Represented clients in
- legal matters across various sectors.

PERSONAL INFORMATION

- **Date of Birth:** September 7, 1989
- **Nationality:** Egyptian
- **Marital Status:** Married
- **Military Status:** Performed

LANGUAGES

- Arabic: Native
- English: Good proficiency

PASSIONS

***Legal Innovation:**

- Passionate about integrating technology into legal practices to enhance service delivery.

***Traveling:**

- Enjoy exploring diverse cultures and understanding legal systems from around the world.

SKILLS

- **Legal Research:** Strong ability to analyze and interpret legal texts.
- **Contract Management:** Expertise in drafting, reviewing, and negotiating contracts.
- **Litigation:** Extensive experience in representing companies in legal disputes.
- **Team Collaboration:** Effective team player with strong interpersonal skills.
- **Communication:** Excellent verbal and written communication skills in both Arabic and English. Problem
- **Solving:** Able to work under pressure, Proven ability to mitigate risk exposure, reduce or eliminate penalties solve complex legal issues efficiently.
- **Exceptional record of achievement** overseeing litigation, contract negotiations, employment law, policy development, and regulatory compliance functions.

REFERENCES

- All Available Upon Request.