

HANEEN ALMAKHDOUM

CONTACT

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SKILLS

- Time Management
- Teamwork
- Problem Solving
- Fast Learner
- Leadership
- Communication
- Effective Time Management
- Ability to Work Under Pressure
- MS. Office
- Computer Skills
- MS. EXCEL
- Legal Drafting

PROFESSIONAL SUMMARY

Trained with a lawyer license from Institute of Training and Judicial Studies.

WORK HISTORY

Legal Advisor, 10/2020 to Current

Tathqeef labour center - Tawjeeh - Dubai, United Arab Emirates

- Managed disputes relating to business and negotiating settlements with 90% positive outcome.
- Provided effective customer support by establishing facts of legal issues and advising on legal options available.
- Maintained legal and regulatory compliance, ensuring full transparency between agencies, company and clients.
- Enabled efficient service by accurately managing court orders and critical dates in department diaries.
- Trained and mentored junior staff to consistently meet and exceed settlements and issuing targets.
- Gained skills in niche areas of law, developing in-depth knowledge.
- Read wills and other legal documents to understand individual and religious wishes related to handling of bodies.

CASES - OFFICER, 02/2019 to 09/2019

AL

- ADHEED CENTER - PART OF DUBAI'S COURT, DUBAI, THE JOB WAS BASED ON WRITING LAW CASES DRAFT AND PAY THE COURTS FEES, BUT
- EVENTUALLY THE CENTER WAS CLOSED SO I HAD TO LEAVE
- Served as a friendly, hardworking, and punctual employee
- Maintained a clean and organized working environment to enhance productivity
- Successfully wrote, edited, and distributed communication materials
- Enthusiastically performed tasks that were outside of my job description
- Worked in accordance with company values to achieve future goals.

RISK MANAGEMENT OFFICER, 11/2017 to 12/2018

MASHREQ BANK - DUBAI

- WORKED BASICALLY WITH VIP CLIENTS BASED ON COMMERCIAL LAW AND IN THE SECTOR
- OF HANDLING THE RISKS OF THE BANK ACCOUNTS, AND MAKE SURE THEY DO NOT
- EXCEED THE TIME LIMITS
- Remained committed to a future vision and a solid idea of success
- Utilized excellent deductive reasoning and logical thinking skills.

ADMINISTRATOR, 10/2016 to 08/2017

- ADMIN at DUBAI PARKS & RESORTS, DUBAI, WORK AND PREPARE DAILY MINUTES OF MEETING,
- CREATE AGENDA OF THE EMPLOYEES
- Worked well independently and on a team to solve problems
- Served as a friendly, hardworking, and punctual employee
- Organized and prioritized work to complete assignments in a timely, efficient manner
- Effectively managed projects from start to finish
- Effectiely multitasked and prioritized projects according to need
- Worked with the confidence and enthusiasm to ovrcome challenges and aim for excellence
- Worked with a humble atttitude and a willingness to learn
- Promoted a positive public image for the company and worked to control the dissemination of information.

09/2016 to 04/2017

- THE EMIRATES THAT WILL BE END BY BEGINNING OF 2021
- INTERNSHIPS
- INTRENSHIP at PUBLIC PRESCUTION , DUBAI, WORKED WITH PUBLIC PRESCRIPTION AS AN INTERNSHIP TO LEARN HOW THE REAL -
- LIFE IMPACT OF LAW IN UNITED ARAB EMIRATES.

EDUCATION

Masters in arbitration : Law, 04/2022

American University in the Emirates - Dubai, United Arab Emirates

Bachelor of Law: Law, 05/2017

American University in the Emirates - Dubai, United Arab Emirates

I GRADUATED IN LAW SECTOR WITH, GPA: 3.90

BUSINESS SECTOR - Private school ,average of 91.70: High school, 03/2013

Dubai Nationals School - AlBarsha - Dubai, United Arab Emirates

GPA: 91.7