

Ahmad Mourtada

Attorney at Law

Dubai, UAE. Ahmadmourtada54@gmail.com (+971) 542 913 199

Sex: Male. **Date of Birth:** 27/03/1997. **Residency Status:** Valid. **Driving License:** Valid

SUMMARY:

Experienced qualified attorney in Levant Jurisdiction with a huge reach to International Law, possess the ability of delivering exceptional legal advice and representation. Skilled in contract drafting and negotiation, legal research, and litigation. Seeking to leverage my expertise to provide top-notch legal services to clients.

EDUCATION:

Master of Law (LLM) in International Humanitarian Law: (Syrian Virtual University – Damascus)

2021-2023

GPA 2.75

Bachelor's Degree In law (LLB) (Damascus University)

2015-2020

GPA: 2.3

LICENSES & CERTIFICATIONS:

- **ICRC International Humanitarian Law Moot Court Competition 2022. Muscat, Oman**
Winner of the third regional international humanitarian law mock trials competition, Held in Muscat, Oman in cooperation with Sultan Qaboos University and the Omani Committee for International Humanitarian Law.
- **Case Western Reserve University School of Law Sep. 2022**
Introduction to International Criminal Law Course.
- **American University Washington College of Law Aug. 2022**
Legal English And Report Writing Course.
- **American University Washington College of Law May. 2022**
International Law Diploma.
- **Istshara for professional legal development Oct. 2019**
Professional Diploma in Commercial Banks.

EXPERIENCE:

Al-Marsat Project Development L.L.C – Dubai – UAE – Legal Assistant

May. 2023 – Present

- legal research, drafting expert reports to Ministry of Justice, Dubai courts, Abu-Dhabi courts.
- Provide comprehensive administrative and legal support.
- Conduct legal research, draft legal documents, and assist in reports preparation.
- Maintain case files, track deadlines, and ensure accurate documentation and record-keeping.
- Coordinate communication between clients, opposing counsel, and relevant parties.
- Support ADR professionals in mediations, arbitrations, and negotiations.
- Manage case files, including documentation, correspondence, and agreements.
- Schedule meetings, hearings, and appointments, ensuring seamless logistics. Serve as a point of Contact for parties involved in disputes, providing timely and professional communication.
- Conduct research on relevant laws, regulations, and previous cases to assist in case preparation. Ensure confidentiality and ethical standards are upheld throughout the ADR process.
- Drafting NDAs, MOUs, Employment contracts and JVs.

American University (Syrian Initiative) I Washington – USA Teacher Assistant in IHL training online course

Jul.2022 – Sep. 2022

- Weekly online training sessions.
- Grading legal assignments and exams.
- Developing Legal courses.

Al-Sharbaji Law Firm L.L.C – Damascus, Syria – Attorney at law (lawyer)

Jan. 2021

- Attended court hearings for the firm and my personal account.
- Studied and prepared legal cases for both the firm and my personal account including (civil, criminal, copyright, IP, and domestic affairs cases).
- Meeting Clients, potential customers and issuing a report for the case after the meeting. Handling with different cases and a variety of specialties in law.
- Following up with different sections in the government administrations on behalf of the firm and the costumers.

Al-Haram Money Transfer L.L.C – Damascus, Syria – Teller

Feb. 2018 – 2020

- Processed customer transactions, including deposits, withdrawals, and money orders, with a high level of accuracy and efficiency.
- Balanced cash drawers and vaults on a daily basis, ensuring that all transactions were recorded accurately.
- Provided exceptional customer service, answering customer inquiries and resolving issues in a timely and professional manner.
- Achieved and exceeded sales targets through cross-selling bank products and services to customers.
- Maintained a thorough understanding of bank policies and procedures, including regulatory compliance requirements.

LANGUAGES:

Arabic:

Native.

English:

Advanced.

SKILLS:

- Legal Research and Writing.
- Litigation.
- Contract Negotiation and Drafting.
- Legal Analysis.
- Client Counseling.
- Legal Compliance.
- Dispute Resolution.
- Legal Technology.
- Negotiation Skills.
- Advocacy.
- Time Management.
- communication skills.
- interpersonal and customer service skills.
- Strong analytical and problem-solving skills.