

arwamahgoub58@gmail.com

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Giza

Skills

- Legal Document Preparation
- Leadership
- Legal Research and Review
- Negotiation
- Legal writing
- Time management
- Microsoft Office
- Oral and written Communication
- Debate
- Negotiation

Education

08/2022

Bachelor Of Laws :
Azhar University

Masters Of Laws, 2023:
Ain Shams University

Arwa Mahgoub

Summary

Effective and professional Legal Manager with excellent communication and leadership skills. Highly skilled in negotiation and contract analysis. Reputation for strong productivity optimization. Successful at sorting and categorizing high volumes of legal documents and data. Prioritizes tasks and remains productive while balancing multiple projects and stakeholders.

Experience

Sara Ibrahim Law Firm - Attoreny Assistant

Cairo

12/2023 - Current

- Corresponding with external parties regarding status updates or requests for additional information concerning pending matters and legal affairs.
- Assisting attorneys in preparing for depositions by organizing materials and coordinating logistics>
- Researching case law, statutes, regulations and other legal authorities to support assigned tasks.
- Preparing of legal contracts and agreements.

Qima - Head Of Public Relations

Cairo, Egypt

07/2023 - Current

- Managed and directed public relations campaigns to increase brand awareness.
- Coordinated with internal departments to develop effective PR strategies.
- Collaborated with external partners on promotional initiatives to generate publicity.

International Conference For Humanitarian Relief 2024 - Coordinating Manager

02/2024 - 02/2024

- Developed and implemented strategies to ensure efficient coordination of activities.
- Monitored progress of all tasks and assigned resources accordingly.
- Maintained records of daily activities, progress reports, and other relevant documents.

Egyptian Presidential Election (2023) - Local Inspector

Cairo

12/2023 - 12/2023

- awarded by the head of the presidential campaign as one of the best members within the Egyptian Youth Council.
- Verified voter registration records to ensure accuracy of information.

- Communicated with local officials regarding any problems encountered during the election process.

First Abu Dhabi Bank (FAB Misr 1) - E-commerce, Account Management, Sales Executive

07/2023 - 12/2023

- Contacted current and potential clients to promote services.
- Greeted customers to determine wants or needs.
- promoted and market the digital transformation in the bank.

Egyptian Youth Council, Ma'ana Initiative - Political Development Volunteer Officer

Cairo, Egypt

08/2022 - 12/2023

- Determined training needs and developing related classes.
- Conducted training to the beginners of the political field.
- Researched and identified potential funding sources for development projects.

Enactus, Azhar University - Human Resources Member

Cairo , Egypt

04/2022 - 08/2022

- Follow-up and evaluation of the Presentation Committee.
- Worked on the specified projects requested from the team.
- Attended meetings and implement tasks.

Awards

- Awarded Best Prosecutor Title, the Egyptian Criminal Courts Simulation Model affiliated with the Hyper Legal Foundation, sponsored by the North Cairo Bar Association 2022.
- Second Place in the Regional Humanitarian law Competition, International Committee of the Red Cross November 2022.
- Second Place in the Moot Court Competition, Egyptian Lawyers Association September 2022.
- First Place in the national level of Simulation Model of Parliament March 2022.
- First Place the National Humanitarian law Competition, International Committee of the Red Cross December 2021.

Workshops

- (Crimes of Defamation) Al-Khayyat for Legal Consultations and Advocacy. workshop (2021)
- "Lawyer Project" AL-Azhar University (2021)

Training

- ICDL Course, Al-Azhar University (2020)
- Employment and entrepreneurship skills training, Life Makers Foundation (2024)