



## NICOLE DAOU BOU-NASSIF

Doha - Qatar

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### SKILLS

- Excellent interpersonal and communication skills, able to motivate large groups and individuals.
- Excellent management and organizational skills.
- Good at managing people and providing training to staff.
- Expert experience with MS Office & various databasing software.
- Fluent in English, French & Arabic.

### EXPERIENCE:

Paralegal support to the entire legal and regulatory department of Ooredoo Group from 2007 to 2021, and as freelancer consultant with the M&A department of Ooredoo Group from March 2021 to June 2023.

Previous experience includes administrative, contracting and trading for small Qatari and other GCC based companies where I had the chance of being involved in many of the commercial, financial, and some technical needs of the business.

#### **KLME LLP**

**June 2023 – Present**

Abu Dhabi – UAE (remote)

#### Remote Senior Paralegal

- Paralegal support in relation to various corporate legal agreements.
- Translation, editing, proofreading, formatting, and cross reference review.
- Case management, M&A transactions and due diligence, and clients billing.

#### **Ooredoo Group LLC**

**2007 – June 2023**

Doha – Qatar

#### Senior Specialist - Legal & M&A

- Managed multiple VDRs for various projects across a vast number of diverse markets at the Group level, including Tower Sale and Data Centre projects. Tasks included managing advisors' requirements, coordinating processes, and reviewing due diligence.
- Due Diligence support where relevant to process and creation of VDR structure: manage data rooms for projects, stakeholders' coordination and follow up with advisors. Dashboard progress tracking. Review of documents uploaded.

- Implemented RFP process and drafts, coordinating procurement and evaluation of proposals received.
- Managed and supported department and ongoing projects budget with thorough analysis and tracking.
- Provided complete legal support for attorneys and internal clients: reviewing contracts, drafting engagement letters, and amending legal documents, correspondence, and presentations.
- Assisted in the preparation and dissemination of board of directors and board committee materials.
- Legal support on a successful major arbitration and ongoing ICC arbitration support and Delaware litigation support.
- Managed corporate records for domestic and international subsidiary governance: maintenance of a global entity database (SharePoint, Ivory & Citrix), preparing resolutions, minutes, and other governance documents and related corporate filings.
- Assisted with compliance with the securities laws, including public disclosure obligations and filings.
- Assisted with treasury, tax, acquisition, and divestiture matters.

**Academic Bridge Program (ABP): Qatar Foundation**

**March 2007 - August 2007**

Doha, Qatar

**Student Affairs Officer**

- Coordinating activities, programs, announcements, publications, recruitment, and other services.

**David Atkins Enterprises (DAE)**

**May 2006 – Jan 2007**

**Doha Asian Games Org. Com. (DAGOC): Opening and Closing Ceremonies – 15th Asian Games**

Doha, Qatar

**Cast Coordinator**

Assisted in Implementation of International Cast of over 500 performers, Operations, Recruitment, Auditions and Rehearsals requiring excellent interpersonal and communication skills as well as time management and organizational skills.

Managed daily cast issues, reporting to Head Cast Management.

- Daily manage and coordinate the communications between the performances and DAE, including visas submissions, travel requests, performance requests, issues and conflicts that may arise.
- Head talent and Performance's Contracts; issuing, reviewing, and translating.
- Coordinate all accreditations, which include capturing all relevant details, maintaining and managing a database, and ensuring all requirements are met for each head talent and each group of performances.
- Issue payment invoices and transfers and coordinate payments with finance department.
- Responsible for scheduling and distributing costume fitting information to cast and to Wardrobe.
- Attended cast rehearsals for Opening and Closing Ceremony pertinent to the cast they are responsible for.

**Saud Bin Khalid Co. Special Projects Division**

**2003 – 2005**

Doha, Qatar

**Assistant Division Manager**

- Attended to the trading enquiries and the follow up with the clients.
- Issued and followed up on payment certificates and Invoices.

- Reported to Division Manager.

**Continent Trading & Industry Ltd**

**2000 – 2003**

Beirut, Lebanon

**Sales and Marketing Manager**

- Supervised and managed the products stocks of building material and controlled the sales deliveries.
- Issued and followed up on the payments and Invoices.
- Reported to the General Manager.

**FACT Engineering & Contracting Co.**

**1992 – 2000**

Abu-Dhabi, United Arab Emirates

**Executive Secretary**

- All correspondence, local purchase orders, letters, telefaxes and emails.
- Liaison with the suppliers, sub-contractors and evaluating quotations.
- Office management: filing of documents and correspondences, bookkeeping, cash flow preparation.

**EDUCATION**

- Baccalauréat 2<sup>e</sup> Partie, at MONT LA SALLE 1980
- Administrative Office Management 1981-1983
- Young Women's Christian Association (YWCA) College
- Including Courses in Statistics and economics

**PERSONAL INTERESTS**

Reading, writing, meditating, nature lover, interesting literary and life discussions, travelling, cooking, art creativity, handicraft.

**REFERENCES**

Available upon request.