

Stephanie Khair

Dubai - United Arab Emirates

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Summary

Accomplished lawyer and legal researcher with over 5 years of experience in advocacy, legal consultancy, and meticulous legal research. Proficient in UAE law and its application across diverse legal matters, ensuring accurate and comprehensive legal solutions. Adept at delivering exceptional results through effective communication, strategic problem-solving, and rigorous adherence to legal provisions. Dedicated to providing impeccable service while upholding the highest standards of professionalism and ethical practice.

Experience

- Abdullah Mohammed Rasul & Partners Lawyers & Legal Consultants - Dubai** 12/09/2023 - 31/8/2024
Legal Researcher
 - Drafting and Reviewing Legal Documents: Preparing various types of memorandums (commercial, labor, rental, real estate, civil), issuing legal notices, and auditing legal documents.
 - Litigation Support: Registering lawsuits, preparing executive files, and following up on cases through all litigation stages and their execution.
 - Court and Legal System Liaison: Submitting applications and requests to Dubai Courts, Federal systems, Dubai Public Prosecution, and Dubai Rental Disputes Center.
 - Research and Client Interaction: Conducting legal research and analysis, and maintaining communication with clients, experts, and other relevant parties.
- Lawyer At my private office in Syria** 2020 - 2023
Lawyer
 - Legal Support and Documentation: Drafting legal memoranda, regulations, and various contracts; providing legal advice to beneficiaries; and maintaining office archives.
 - Client and Beneficiary Assistance: Attending court sessions, assisting beneficiaries, and managing interactions with clients and auditors.
 - Administrative and Compliance Duties: Performing administrative tasks, reviewing courts and official departments, and ensuring proper documentation and compliance.
- Syrian Bar Association - Syria** 2018 - 2020
Trainee lawyer
 - Legal Support and Documentation: Writing memoranda, legal regulations, and drafting various contracts, while providing legal advice to beneficiaries.
 - Court and Client Engagement: Attending courts, assisting beneficiaries, and interacting with clients and auditors.
 - Administrative and Archiving Tasks: Managing office archiving, administrative duties, and reviewing cases with courts and official departments.

Education

- Damascus University / Syria** 2017
Faculty of Law
- The Syrian Bar Association** 2020

Skills

- Legal Expertise: Skilled in research, case analysis, and specialized legal fields.
- Advocacy & Negotiation: Strong in courtroom representation and client negotiations.
- Analytical Problem-Solving: Proficient in assessing legal risks and developing solutions.
- Effective Communication: Excellent in drafting, advising, and client relations.

Licences And Certificates

- NLP, Al-Srouji Group in 2018

- ICDL (Syllabus Version: Standard ICDL V6) , European Computer

Languages

- English: Fluent
- Arabic: Native