

BABAK MAMMADOV

PROFESSIONAL SUMMARY

Babak is a qualified lawyer, experienced in commercial, contract, banking and finance, employment, procurement, immigration, taxation, and litigation law areas. He conducted corporate governance and due diligence affairs and among other things several business implementations, transactions, and projects. He holds sound experience in drafting and reviewing various legal documents, including numerous types of contracts (commercial and non-commercial).

He specialized, in particular, in contracts, corporate and business, litigation, and commercial law areas.

CONTACT:

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SKILLS

IT: MS Office - Excellent

Languages:

- Azerbaijani - Native
- Turkish - Native
- English - Full Professional proficiency

EDUCATION

International Commercial Law, LLM - University of Nottingham
2020-2021

Law, LLM - The Academy of Public Administration, Azerbaijan
2013-2015

International Law, LLB - Baku State University, Azerbaijan
2007-2011

WORK EXPERIENCE

Veritas Solicitors LLP - Paralegal

08/2022 to current

- Conduct pre-action proceedings, legal research, and initial case assessments.
- Perform various legal administrative duties.
- Gather relevant information from a variety of sources.
- Provide assistance with case settlements.
- Drafting, preparing, and proofreading legal documents.
- Scheduling meetings, organising diaries, and responding to telephone queries.
- Handling a caseload of clients.
- Organize relevant documents for solicitor review and case preparation.
- Assisting with the paperwork needed by the Law Firm.
- Responding to requests for information.
- Draft routine legal documents for review and use by solicitors.
- Categorize and interpret data; review and analyze reports, responses, and records produced by opposing counsel.
- Prepare, organize, and file documents and correspondence.
- Update and maintain internal databases.

Port of Baku CJSC - In-House Counsel

11/2015 to 07/2022

- Drafted and reviewed numerous commercial contracts, and legal documents such as contracts, letters, rules, and regulations.
- Provided legal and business consultations with respect to various international business transactions, among other things, corporate governance, procurement, taxation, employment, and risk management issues.
- Conducted legal research and drafted memos in relation to legal aspects of international port management.
- Collaborated with other corporate departments to develop effective business strategies.
- Responded to the requests of governmental bodies and other organizations, and companies.

Xalq Bank OJSC - Mortgage Loan Officer 12/2014 to 11/2015

Mega Legal Service LLC - Legal Advisor 10/2014 to 11/2015

Business Management and Consulting LLC - Legal Assistant 03/2014 to 09/2014

Bank of Baku OJSC - Legal Trainee 11/2013 to 02/2014

Astexnika LLC - Junior Lawyer 10/2012 to 10/2013