

**MahmoudFayezFawaz**

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**Career Objective:**

Seeking for challenging career in a professional organization in the field of legal & compliances, where my skills as my previous education and experience can be future developed, to be in a corporate teamwork to work with, to gain more experience and to benefit the company.

**Professional Experience:**

**From February 2016 till present**

**Job : HR and Admin Manager**

**Company : SANABEL Trading& Transport Company**

**Company profile : Trading & Shipment Company**

* Lead and provide directions for human resources team.
* Prepare the HR policies and procedures for the company.
* Focal person for full recruitment of any open positions within the company by reviewing resumes, initial interviews and presenting the job offers to the selected candidates.
* Reviewing the employee’s attendance / leaves reports and ensure compliance with company internal HR policy.
* Prepare and ensure the accuracy of monthly payroll reports for all employees.
* Responsible for the registration of all workers in the retirement system and social security.
* Coordinated ongoing training and professional development opportunities for company management and employees.
* Established and maintained direct and contractors “indirect” employee’s files, records and reports.
* Arrange the monthly social and health insurance reports for all employees and ensure full compliance with the labor laws.
* Providing the annual talent reviewing and employee’s appraisals reports to company management.
* Arrange the exit interview to employees.

**From April 2013 till February 2016**

**Job : Deputy Manager legal affairs Department**

**Company : SANABEL Trading& Transport Company**

**Company profile : Trading & Shipment Company**

* Liaise with all government department in order to finalize all legal transactions, documents & work permissions.
* Responsible for drafting all types of contracts.
* Responsible for enrolling all employees in pension system.
* Responsible for maintaining all ISO documents in the legal department.
* Responsible of the quality insurance.

**From November 2011 till April 2013**

**Job : Lawyer.**

**Company : MOHAMMED GOBARA OFFICE (Legal Counselor).**

**Company profile : Lawsuits Concerning Real-Estate, Criminal and Civil Law Suits.**

**Job Description:**

* Advise clients concerning business transactions, claim liability, advisability of prosecuting or defending lawsuits, or legal rights and obligations.
* Interpret laws, rulings and regulations for individuals and businesses.
* Analyze the probable outcomes of cases, using knowledge of legal precedents.
* Present and summarize cases.
* Evaluate findings and develop strategies and arguments in preparation for presentation of cases.
* Represent clients in court or before government agencies.
* Examine legal data to determine advisability of defending or prosecuting lawsuit.
* Study Constitution, statutes, decisions, regulations, and ordinances of quasi-judicial bodies to determine ramifications for cases.
* Prepare and draft legal documents, such as wills, deeds, patent applications, mortgages, leases, and contracts.
* Prepare legal briefs and opinions, and file appeals in courts of appeal.
* Negotiate settlements of civil disputes.
* Perform administrative and management functions related to the practice of law.
* Drafting consultations regarding Agency Agreements, Contract Agreements, mandate agreements and giving legal advice from a legal perspective.
* Drafting claims and legal appeals regarding commercial, civil laws.

**Education:**

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| **Academic Profile:*** Mansoura University, Egypt.
* Faculty of Law, Public International law, Completion Date: 2011
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| **Certified Courses / Training:*** International Arbitration Course - International American Institute IAI.
* General English Courses Levels 3 & 4.
* English Terminology Course - International American Institute IAI.
* English terminology course –AMERICAN ACCENT - VOCABULARY -PHONETICS -CONWERSETION- -Damietta University
* Soft Skills(Mastering practical personal interviews, self-confidence skills, time management, crisis management, body language and character reading, rebuilding charisma)
* Small project management program(Microsoft Project)
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**Computer Skills:**

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| * Windows&Excellent MS-Applications (Office, Word, Excel, IT and Power point)
* ICDL Certificate (International Computer Driving License)
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**Languages:**

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| Arabic | * Native in both speaking and writing.
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| English | * Very Good in both speaking and writing
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**Personal Information:**

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| **Birth Date:** | 26 July 1988 |
| **Gender:** | Male. |
| **Nationality:** | Egyptian. |
| **Marital Status:** | Married. |
| **Driving License:** | Egyptian Driving Licenses. |
| **Military Service:** | Exempted. |

**References & Certificates furnished upon request.**