



Curriculum Vitae

Mahmoud Aly Abd-elrasoul
Legal Consultant

Contact Information

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Career Profile

A talented, skilled and qualified legal consultant with more than twenty years of diverse experience in providing legal assistance to different corporate sectors. Seeking a position as Legal Consultant to utilize my legal knowledge and skills in a reputed organization

Personal Information

- Date of Birth: February, 1st 1975.
- Place of Birth: Cairo, Egypt
- Gender: Male.
- Nationality: Egyptian.
- Employment Status: Full time.
- Marital Status: married.
- Current city: Al - Hasa – Eastern province - KSA

Personal strengths

- Possess excellent written and verbal communication skills.
- Ability to analyze problems and generate solutions for the same.
- In-depth knowledge of legal practices and procedures.

- Ability to provide legal and negotiation services for different corporate clients.
- Possess excellent management and organizational skills.
- In-depth knowledge of drafting contracts, formal letters and legal notices.
- Ability to generate strategic planning and work under pressure.

Education

Graduate Studies

- Bachelor of Law Ain-shams University, Cairo, Egypt, May1996.
- Graduation Grade Good 70 %

School Graduation

- General Certificate of Secondary Education, Al Nasr College, Heliopolis Language School

Work experience

1- March 2016 till Date

Legal Affairs Consultant:

AHDAF Holding (joint stock company)– Saudi Arabia- Eastern province (AL Hussein & Al Afalq Group).

AHDAF owns and operates six companies working in diverse areas; Bakery, FMCG, Hospitality, Baking, Plastic industry, Cooling warehouses and Real estate. (+1000 employees).

Main Responsibilities

- Heading the legal and investigation team.
- The Board secretary, responsibilities includes scheduling Board and AMG meetings, preparation meeting agendas, preparation invitations, drafting meeting's minutes and dealing with the ministry of trading & investment to ratify AGM resolutions.
- Providing legal and administrative support in diverse areas.
- Assisting in the structuring and dealing negotiations with different clients.
- Reviewing and drafting legal documents (Drafting contracts, Correspondence, Legal memorandums).
- Working cooperatively with outside legal advisors.
- Settled labor disputes and administered various legal matters.
- Supervising and coordinating subordinates activities.
- Reviewing record books and corporate documentation for corporate financing.

Professional achievement

- Implementing the amendment of the holding company and its subsidiaries articles of association to comply with the amendments of the Saudi companies' law, approving the amendments from the Saudi Ministry of Trade and Investment.
- Contribute in preparation of the holding company Governance regulations.
- Contribute in preparation of the Executive policy manual for the Holding Company and its subsidiaries.
- Prepared the company unified labor contract form to comply with the regulations of the labor Law in Saudi Arabia and supervised the company project to replace old employees contracts by the updated contract version. (1080 Employee)
- Contribute in preparation of the company internal policies.
- Contribute in Due diligence process to three entities acquired by the holding company.
- Filed more than 25 Lawsuits for contracts and agreements breaches, as a result, a nearly five million SAR debts were successfully collected.
- The experience gained includes dealing with various e-government sites related to the nature of the job such as sites of the Ministry of Trade and Investment, the Ministry of Labor and the site of the Ministry of Justice.
- Preparing more than two hundreds contracts of different legal nature in Arabic and English with both local and foreign parties, including those signed with telecommunications companies, SABIC, banking sector and export contracts.
- Defend and built defense strategies needed for lawsuits filed by or against the company, helps the company to avoid losing more than 2 million SAR in total.
- Drafting the minutes of BOD and GA meeting through 2016 – 2020 for the holding company and its subsidiaries.

2- April 2012 till February 2016

Legal Affairs Manager:

AMA Arab CO. (Joint Stock co.) Cairo -Egypt.

AMA Arab is the company responsible for solid waste management in Cairo - the capital-serving approx. 8 million citizens, 24/7 . AMA Arab is a member of (GESENU Group) Italian multinational holding group working in different fields mainly in environmental services and waste management currently managing projects in Egypt , Rome, Abu Dhabi, Jeddah , Manama (+1000 employees).

Main Responsibilities

- Heading company's legal and investigation team
- Providing legal and administrative support in such diverse areas as contract law, defense legal services, and judicial legal services

- Responsible for processing legal claims, appeals, preparing records of hearings, investigations, legal memorandums, defending, handling and supervise more than sixty disputes files in four years.
- Worked cooperatively with outside legal advisors.
- Responsible for legal procedures and meeting preparation for Board and General assembly as the meeting Secretary, including two meetings in Roma -Italy, responsibilities includes minute drafting and minute ratification from related authorities in Egypt (GAFI).
- Responsible for governmental correspondences, including but not limited to drafting legal notes addressed to Egyptian president, Prime Minister, Minister of Environment, Minister of Finance, Cairo Governor, GAFI chairman .

Professional achievement

- Represented the company and attended as the legal affair manager and a member of the Company's negotiation team that negotiated with the Egyptian government through 2012-2015 to reach an amicable settlement to avoid consequences of the international arbitration filed by the company shareholders against the Egyptian state in front of (ICSID) - the international arbitration was filed because of the governmental breaches of the waste management contract the company signed with Cairo governorate - attended several meetings with Cairo Governor , Deputy Minister of Justice and the Prime Minister Assistant , chairman of GAFI , Minister of environment (more than 50 meeting across negotiations) , as a result, the company succeeded to sign a settlement agreement gaining 140 million EGP (approx.. 20 million Euro) as a liquidation for governmental breaches, ending four years of dispute.
- Supervise the company documents translation project (more than 3000 documents) for the arbitration purpose, from Arabic to English Language, including dealing with international translation agencies and leading internal translating team.

3- March 2006 till March 2012

Legal Affairs Manager / Group Legal Consultant Assistant:

Instant Rentals (IR) joint stock co.

Instant Rentals use to operate the project known as (Cairo Cap- City cap) operated 350 taxis in Cairo – Egypt (+1000 employees).

IR was a member of Al-Almay group in Egypt (IMC Holding company) owns and manage several companies working in diverse areas covering tourism, renting vehicles, environmental services, Advertising).

Main Responsibilities

- Heading the legal and investigation team consists of (Nine) lawyers.
- Responsible for providing legal advice to senior management team , providing legal and administrative support in such diverse areas as contract law, defense legal services, and judicial legal services.
- Prepared business contracts, settled labor disputes, paid taxes and administered various legal matters, handled the tasks of reviewing and drafting legal documents.
- Assisted in establishing company work policies and internal regulations.
- Responsible for processing legal claims and appeals, preparing the records of hearings, investigations and courts of inquiry.
- Responsible for all the governmental correspondences.
- Worked cooperatively with outside legal advisors.
- Responsible for the company insurance file including dealing, negotiations, solving claims and disputes with insurance companies.
- Assisted in the structuring and dealing negotiations with different parties.
- Supervised and coordinated the activities of subordinates.
- Responsible for reviewing record books and corporate documentation for corporate financier.
- Responsible for legal procedures and meeting preparation for Board and General assembly as the meeting Secretary, responsibilities include minute drafting and minute ratification from related authorities in Egypt (GAFI).

Professional achievement

- Establish the company social insurance file.
- Assisted in establishing the company complaining system.

4- October 2004 till January 2006

Main lawyer / Mr.Ahmed Maher law Firm

- Heading the legal team consists of six lawyers
- Responsible for processing legal claims and appeals.
- Daily involvement in the researching of client court decisions.
- Conducted legal research regarding miscellaneous legal and regulatory matters, and summarized findings.
- Supervised and coordinated the activities of subordinates.

5- April 2004 till November 2005

Lawyer- legal team member

Pyramids for Sound and electrons systems Cairo- Egypt (LMT Co.) No. of employees +100

- Responsible for processing legal claims and appeals, Produced standard agreements.
- Member of the investigation team.
- Prepared business contracts, settled labor disputes, paid taxes and administered various legal matters, handled the tasks of reviewing and drafting legal documents.
- Conducted legal research regarding miscellaneous legal and regulatory matters, and summarized findings.

6- January 2002 to April 2004

Lawyer - legal team member

Mr.Mohmed salah El-Sayed Law Firm

- Responsible for processing legal claims and appeals.
- Conduced legal research regarding miscellaneous legal and regulatory matters.

7- March 2001 to December 2001

Lawyer - legal team member

Mr. Mortada Mansour law firm

- Responsible for processing legal claims and appeals.
- Daily involvement in the researching of client court decisions.
- Conducted legal research regarding miscellaneous legal and regulatory matters.

Training

January 1999 to December2000

Mr.Taha El-Sayed Zena

Law Firm

Skills & competences

Computer Skills

- Proficient in Microsoft Windows and office.
- Excellent Internet usage as a resource for legal research purposes.

Languages

- Arabic: Native Language.
- English: fluent .

Working Skills

- Excellent writing skills.
- Good ability to work in a team and get the maximum output through collaboration.
- Good ability to work with minimal supervision.
- Good ability to learn and gain experience.
- Good ability to work under pressure.

References

- Mr. Mohammed Mahfouz (**Ahdaf Holding** financial manager) – Egyptian
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- Mr.Qasim Mubarak (**Ahdaf Holding** Human resources manager) - Jordanian
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