

**Personal data:**

**Name : Tarek Ahmed Abdel Mageed**

**Nationality : Egyptian**

**Date of birth : 16.12.1963**

**Marital Status : Married**

**Languages : Arabic .English**

**Driving licenses :Egypt .UAE Valid Driving license**

**Contact .NO : UAE) (00971508855301), (00971553721150) ( (00971501578905**

**& EGYPT Mobile No:00201112360496**

**E –mail :** tarekahmed63@gmail.com .

**Hobbies : Reading historic books, soccer(plying, watching)**

**\* Education and qualifications**

**1. Bachelor of laws (BLL) (AL Mansoura University (EGYPT)**

**2. Groundwork in written Translation Diploma**

 **The American University in Cairo .Egypt (AUC)**

**3. Legal and UN Translation Diploma**

 **The American University in Cairo. Egypt (AUC)**

**4. Human Resources Management Diploma**

 **The American University in Cairo. Égypte(AUC)**

**5. Computer Science Diplôma**

 **Ain Shams University . Cairo . Egypt.**

**6. Concentrated Training program in legal English and
 Contracts Drafting(AIN Shams University. EGYPT)**

**AND**

 **:Member of Egyptian bar Association and Registered before Appeal Court**

 **and State Council**

**Employment History and Experience:**

**Company : AL REYAMI GROUP (Conglomerate Group :Construction, ,Real-Estate ,**

**Electricity, fit out works ,Isolation, Electromechanically, printing , Furniture and General maintenance ..etc )**

**Period : 26.06.2007 till the current date**

**Position SENIOR LEGAL COUNSEL**

**My Responsibilities and Duties :**

 **Generally, I have to protect ALL the group's legal rights and interests as follow :.**

**To ensure that the life cycle of a contract (from creation, maintenance, renewal through to termination) is managed in a timely manner and in compliance with the Company's governance.**

**IN CASE OF Creating Contracts by the Group itself \*Negotiate terms and conditions of new contracts with External Parties (supplier, partner, customer etc. and their legal advisors, in conjunction with relevant internal departments, Then Drafting the contracts or the agreements as agreed .**

**Extensive knowledge of the FIDIC `Contracts as a source and Guide of the Construction contracts**

**\*Track and follow up contracts procedures with any department until the contract is duly signed and executed. Assure contracts are signed before any legal rights or obligations take effect.**

**IN CASE OF Creating Contracts by the Client :**  **Review, Analyze ,vet then determine the Best and the Agreed replacement conditions or clauses for the Legal Loopholes or Vulnerable spot of clauses of legal contracts or agreements entered with the external parties , or by the Government / Municipal authorities etc. to Identifying, managing and mitigating key risks and liabilities ( (Arabic &English )**

**\*Keep records of all contracts and their related matters, either written or verbal, so that misunderstandings or misinterpretation in relation with contracts can be avoided.**

**Very good knowledge and practice of Laws, regulations , decrees and executive Council Regulations (and Cassation Courts verdicts in this regards ) which are regulating rules judge the Real estate regulatory authority ( RERA,Dubai land department(DLD) , before Rent Dispute Settlement Center and as a legislative defense before Dubai courts.**

**• Work closely with the Head of Business Operations , Finance teams and projects head to review, check and approve contracts before they are sent onto the client, making changes and re-drafting relevant sections .**

**very good and long experience in handling construction contract claims, public and private and as opposed to construction defect work.**

**Very good knowledge and experience of the laws and administrative rules and regulations of free zones and** **Jebel ali**

**Very good knowledge of formation of the companies (drafting agreements and administrative procedures(dealing with free zones authorities )**

**• Provide assistance on tender processes and vendor registration. & Submission and following of Tenders during UAE , Abu Dhabi Purchase law or tenders process government of DUABI :(Law No 6 Abu Dhabi , Law No 9 Dubai ) .**

**• Ensure that that contracts and contract statistics are provided to the Sales and Finance teams and Head of Business Operations and Contracts Management on a regular basis.**

**experience with arbitration and a very good exposure to preparing a case for trial/arbitration including actually participating in an arbitration or trial .**

 **experience working on construction claims for contract extras, delay damages, impact damages, assessment of liquidated damages and substantive law surrounding these issues•**

**Initiate , follow as defendant or plaintiff in behalf of the Group ` companies , within the whole of the UAE before the all ranks of courts , by preparing the basic legal work, necessary paperwork and documentation; explaining each case for consideration, and submits to the Courts and before Arbitration Centers**

**Represent and Handling all the cases of the Group `companies before courts And arbitration centers all over UAE for all hearings Or disputes of all legal cases (LABOUR , COMMERCAIL , CRIMINAL CASES , before RENTAL DESPUTES CENTER ALSO Before ANY Arbitration Centers if Mentioned in Contracts ) in which the Group ` companies are involved and recommend appropriate action in .**

**.Represent the Group ` companies before Ministry of Labour regarding any `disputes forwarded to the Ministry of Labour regarding all the variety of problems and issues that can arise in a diverse workplaces AND Employees Rights and Duties :((Workers’ compensation, Termination of employment , Workplace safety .**

**• Coordinate and Liaise with ALL other departments regarding the labor cases and disputes ( Especially HR department regarding all the legal situations of each employee : appointment , termination , resignation and their compensation as per l their contracts (unlimited or limited contracts )and as per abour law and Final judgment of UAE labour courts .**

**Represent the Group` companies before Governmental Agencies AND Entities with all the legal and administrative matters affecting the company activities(following the renewing of any trade license of any company of the group , complaints from any customer ,Claims or disputes. Obtaining permits for the companies activities etc). )**

**Deal with any requests by the Court for further information, either directly or indirectly, to ensure that each case is represented with as much supporting evidence as possible to avoid any unnecessary delays in the pronouncement of judgments and relief’s.**

**Initiate the legal procedure and follow all the bounced cheques cases starting from the any concerned bank and to police stations and Represent and follows up before Public prosecutions for filing of criminal complaints till the case to be before criminal Courts if any .**

**• Attend , follow and cooperate with all the concerned departments regarding all the inspections of the work sites by the court appointed `expert .**

**Responsible for all Collection and Recovery of outstanding amount from customers, (amicably then legally )before and next to the final judgment of court .**

 **.Provide legal advice to any Group ` employees with regards to personal issues, by scheduling appointments into a busy schedule, in order that colleagues can benefit from my knowledge and experience.**

**•Instructing , directing and managing external legal advisors to ensure the delivery of the highest quality of legal advice in a timely and cost effective manner.**

**Following and attending the executions and performance of all the attachment procedures if any through courts or by the related government authorities to ensure the immediate performance of any attachment or execution .**

**\* Company : Deutche Babcock and Energie Und
 Umwelttechink AG (German ENERGY COMPANY** **FOR THE BIG POWER STATION )(UAE BRANCH )**

**Period : 01 .6.1998 Till 26.06.2007`.**

**Position Legal Consultant**

**Company :Bin drey for constructions .(U.A.E)**

 **Period :1995 till 1998.**

 **Position :Legal officer**

**Duty and Responsibilities:**

**Company : My own office ((EGYPT)**

**Period :1992 till 1995**

**Position : Lawyer**

**Company :Abu Dhabi office for Advocacy and Legal consultants(U.A.E)**

**Period :1990 till 1992**

**Position :Lawyer**

**Company :Ahmed Farahat for advocacy and legal consultants**

**Period :1987 till 1990(EGYPT)**

**Position : Lawyer**