

Nadine Burhani

(Attorney at Law)

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Date of Birth: 01/01/1980

Nationality: Lebanese

EDUCATION & QUALIFICATIONS

- 2003 - Present** Member in Beirut Bar Association and admitted as an ‘Attorney at Law’ in the Bar since 2006
Member in the Institute of Human rights in Beirut Bar
- 2002 - 2003** Completed one year Higher Studies in Private Law -Lebanese University (Business Law Division)
- 2001** Bachelors of Law (Lebanese University - Faculty of Law)
- 1997** Lebanese Baccalaureate – Hariri High School II (Philosophy section)

PROFESSIONAL EXPERIENCE

Sept 2006 - Present **Attorney at Law** (Lebanon)

My experience included, but not limited, to the following:

- Provided oral and written legal consultation(s) to clients on various legal issues and disputes
- Drafted Board of Directors’ and AGMs’ resolutions/MOMs/LOIs (i) and; reviewed and commented on MOUs/SHAs (ii) and; submitted required legal advice thereof (iii).
- Reviewed RFPs and drafted LOIs, Offer Letters and Terms sheets for purposes of acquisition of shares for a client in the UAE;
- Drafted a legal Due Diligence report pertaining to pre-acquisition of shares of a financial company in Dubai, and liaised with different parties (in-house legal counsels, external lawyers, auditors, central bank) to ensure all resolutions related to Board of Directors/AGMS as well as other legal documentation and requirements are in place
- Reviewed and developed some generic template agreements and legal documentation (in-house legal assistance) for client(s), and worked closely with Marketing Managers to finalise some deals with clients (Dubai) related to third party payment processor
- Reviewed an RFP before the Central Bank (Dubai) and assisted in providing required legal information and documentation thereof together with the marketing and operations’ team working on the project
- Drafted Data Privacy and Terms & Conditions for Apps on Android (related to a restaurant in Beirut, and to a third party payment processor – payment cards)
- Advised on dispute issues related to a Term sheet; drafted legal advise and a termination notice thereof;
- Drafted and filed pleadings before the Supreme Court in Lebanon related to civil/commercial/real estate/criminal disputes, and conducted litigation on behalf of clients and colleagues (including Private Practice Law Firms in Beirut) which included drafting claims, pleadings and various legal instruments, attending court hearings (i) and; advised and reviewed legal pleadings before the Abu Dhabi and Dubai courts (Litigation) (ii);
- Drafted, negotiated and reviewed a wide range of contractual arrangements on behalf of corporate clients and some colleagues;
- I conducted research and training on matters related to Succession Planning strategies (BVI, Trusts, opening bank accounts, establishing RAK ICC and Jebel Ali entities, DMCC companies’ set up and related services)
- Provided Pro-Bono legal work and consulting and; conducted some criminal litigation cases before the Military Court handled over from the Legal Aid Department at Beirut Bar

Nov 2014 – May 2015

In-house Legal Counsel at Links Group of Companies (Dubai)

Engaged in a six-month contract with a UAE based services firm, whereby I conducted the following key requirements:

- Reviewed and amended some generic legal documents (inter alia MSAs/POAs/SPOAs)
- Drafted, negotiated and reviewed a wide range of corporate and commercial agreements/NDAs/MOUs with the goal of identifying and minimizing risk, differentiating between business and legal issues, protecting the Company's interests (in Dubai/Abu Dhabi/Qatar) and ensuring compliance with broader corporate policies, relevant legislation, regulations that affect business activities and take proactive and remedial measures
- Corporate Governance Aspects and accountabilities/Memorandum and Articles of Association
- Regular follow-up and up to date on any changes that may affect the business
- Managed and controlled the legal process of company formation, liquidation, share transfers, joint ventures, and special purpose companies
- Reviewed and provided legal advice on company formation including incorporation of SPCs in the DIFC
- Reviewed on-going legal work for the business, and advised management accordingly
- Extensive knowledge and experience of licensing Companies (LLCs/sole establishments etc) in Dubai/Abu Dhabi/Qatar and the related requirements/procedures/agreements
- Developed practical solutions to complex legal issues and provide legal advice and support
- Liaised with external law firms and governmental authorities including notary public
- Managed communication with existing clients and their representatives, and resolved requests and issues efficiently and effectively
- Provided and interpreted legal information and disseminated appropriate legal requirements to direct reports and internal colleagues as required

2009-2014

Senior Associate at Ahmad Sayed Law Firm (On a Collaboration basis)

- Conducted complex Litigation (including Real estate, Construction, Commercial, Civil, Criminal, Family cases), developed Trial strategies and drafted potential judicial settlements
- Drafted, reviewed and negotiated agreements (civil, commercial and real estate agreements) and other legal instruments (SPAs/SHAs/JVs/Board Resolutions/AGMs/POAs/NDAs/MOUs)
- Registered and executed corporate entities and related legal documentation before the relevant authorities
- Commercially advised various corporate structures on their best deal options
- Liaised with in-house lawyers/external lawyers of corporate entities, and provided legal advice and revision of MOUS/NDAs/JVs/SPAs/SHAs/Lease
- Advised on legal compliance issues to HRs and company executives, and provided proactive advice on possible legal issues
- Kept abreast of legal issues and developments in the law, both in Lebanon and the Middle East (in which I provided legal study, research and advice on real estate legal issues related to off-plan properties, owner association management, facilities management, SPA review and related contractual rights and obligations, contractual damage, JVs, disputes with subcontractors, lease contracts, Rental Dispute Center (Dubai), DED regulations and circulars(Dubai))
- Arranged and followed up on notarization, attestation and legalization of various corporate documents and agreements
- Supervised junior lawyers and other associate lawyers, and provided them with assistance in legal research and Litigation procedures and tactics
- Provided research and advise in respect to Arbitration cases and drafted claims to be submitted to Arbitrators in ad hoc arbitration (issues in dispute included contract interpretation and performance, regulatory and enforcement actions)
- Represented and advised Employers and Employees in diverse areas of labor and employment litigation including wages and hour claims, personnel grievances, unemployment claims, wrongful termination claims, discrimination claims. I also handled cases related to death and injuries that occurred on construction sites, as well as settlement of disputes between engineers and subcontractors happening on site

- Reviewed and carried out on-going cases and reported to the Managing Partner on disputes status and recommended next step(s)

2001 **In-house Paralegal at Tahseen Khayyat Group (4 months)**

- Assisted and supported the Legal Department in research and analysis of legal issues, laws, jurisprudence, regulations, and legal article(s)
- Legal and factual research
- Identified relevant judicial decisions, statutes, legal articles, codes and other pertinent materials
- Cross-checked and validated information
- Prepared written reports
- Drafted legal documents including briefs, contracts (Leases, Purchase agreements, employment)
- Organized and tracked in-house legal files

WORK PLACEMENT AND LEGAL TRAINING

Sept 2013 **Work Placement at Eversheds Law Firm- Dubai Office** (two weeks)

I have joined the Department of Arbitration and Dispute Resolution at Eversheds for a two-week work placement, whereby my research duties comprised the following:

-Extensive research in UAE major Laws & regulations (1), DIAC and DIFC regulations and procedural law (2), Practical knowledge of Dubai's governmental departments and authorities including Free Zones (3).

- Assisted the legal team in advising clients regarding:

* Management of Asbestos materials according to Abu Dhabi rules and regulations/ Practice code of Management of Asbestos containing materials issued by Abu Dhabi EHSMS Regulatory framework of April 2011 /Abu Dhabi international building code

* Fire prevention code in Abu Dhabi according to the current regulatory laws and according to the international codes in this regard that are applied optionally by some constructors and by which shall be officially applied soon in Abu Dhabi

* Employment regulations according to UAE Labor Law, The Federal Law No. 8 of 1980 and its implementation

* Reviewing JV agreement between non UAE national investors and UAE National Company

* DIAC and DIFC regulations regarding Confidentiality of Arbitral proceedings and awards

-Assisted the legal team in advising clients in Real estate disputes in Dubai, including and those related to off-plan sale (and DLD/ RERA regulations and applicable laws in this respect).

-Provided legal support and advice in due diligence articles related to queries about implementation of international Arbitral Award (held in Hong Kong) in Dubai and the obstacles thereto;

-Assisted the Arbitration department in briefing a case before DIAC and provided legal advice in its subject matter and the Arbitral proceedings.

2003-2006 **Omar Zein Law Firm as a Trainee** (Lebanon)

- Assisted and supported senior lawyers in conducting legal research on court precedents, laws, international conventions
- Drafted claims/law suits independently, as well as in coordination with senior lawyers in the Firm
- Attended hearings in Civil, Commercial, Criminal, Commercial, Real estate and Administrative cases
- Trained on drafting various legal documentation (MOAs/NDAs/MOUs/notices/deeds/SPAs/General Assembly and Board of Directors' meetings) and carried out companies' legal and administrative procedures before the relevant authorities
- Registered trademarks and copyrights and followed up its procedures and execution before the competent authorities
- Drafted various real estate, rental, commercial, civil contracts (English and Arabic)

- Drafted and reviewed articles of association of non-profit organizations, followed up its registration, and provided legal advices to the its management
- Carried out litigation procedures before the Administrative Counsel regarding a claim of annulment of Municipal elections due to fraud and corruption, where a verdict of annulling the elections was promulgated thereof
- Worked on Criminal cases (Drugs dissemination, Fraud, Murder) and related Litigation before the relevant courts including the Military Court

2002-2003 **Trainee and Legal Researcher at Samir Hayek Law Office** (Lebanon)

- Conducted extensive legal research in major sectors of Law, precedents and case study
- Developed Litigation basics and strategies in Civil/Commercial/Real estate/Criminal/Administrative disputes
- Provided initial drafts of pleadings, contracts and various legal documentation
- Assisted senior lawyers in executing and submitting pleadings, claims and various deeds before the relevant authorities (including courts, notary public, ministries and other governmental and non-governmental authorities)

SKILLS PROFILE, LANGUAGES, INTERESTS

- Advanced legal advisory skills
- Time management and ability to work under pressure
- Ability to plan, organize, implement and evaluate objectives
- Aptitude to positively accept feedback and create a self-feedback system
- Ability to resolve conflicts in the team by showing an assertive friendly profile
- Ability to assume and meet up obligations set cautiously and with precision
- Familiarity with a variety of law concepts, practices, procedures, Westlaw, LexisNexis, Al-Moustachar, Lexology and other legal related systems
- Computer literate (Proficient with Microsoft Word/Outlook/ PowerPoint), high speed typing skills in Arabic and English
- Fluent in English and Arabic, some knowledge in French
- Interest in Sports' activities (gym, basketball, biking), medical research, photography and graphic design