

MOHAMAD RAMADAN

Attorney at Law & Legal Consultant

Aishaa Bakar - Alkbi Street ● Dar Al-fatwa District● Beirut, Lebanon

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Personal Details

Father Name : Ziad
Birth Date : September 24, 1976
Sex : Male
Marital status : Married
Nationality : Lebanese
Resident Of : Beirut, Lebanon

Career Objective

A highly efficient professional Attorney who is client focused with an ability to build strong relationships with internal and external clients, and provide appropriate and effective legal advice and services. Having the ability to work quickly and accurately under pressure; dealing confidently with changing and conflicting priorities.

I am currently looking for a Senior Associate position with a prestigious Law Firm, which offers a modern and relaxed working culture, along with opportunities for progression.

Educational Qualifications

- **LEBANESE UNIVERSITY IN BEIRUT, MASTER'S DEGREE IN BUSINESS LAW.**
 - ❖ Business Law
 - ❖ Economic Crime
 - ❖ Tax Evasion Crime and its Effects

September 2002

- **LEBANESE UNIVERSITY IN BEIRUT, Faculty of Law and Political Science**
 - ❖ Bachelor Degree in Law

July 1999

PHD

LEBANESE UNIVERSITY IN BEIRUT, Faculty of Law and Political Science

- ❖ Criminal Economic Law and its Effects on the Government

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Publications

TAX FRAUD AND ITS EFFECTS (Published By Sader Publications in 2003)

Employment Experience

El Aref – International Law Office

June 2004 - Present

Senior Associate:

Handling disputes in the following areas:

- Criminal Litigation and Defence
- Labour and Employment Law
- Rent and sale in connection with the application of the law
- Commercial and Business law
- Corporate law and Ngo's
- Enforcement law in all its aspects
- All proceedings connected to Civil law
- Real Estate Law
- All aspects of inheritance and family status matters
- Power & Energy and Oil & Gas
- Income Tax in all of its directories and effects
- Administrative law matters

General Duties included:

- Drafting commercial and employment contracts;
- Incorporating and managing non-profit organizations (NGO's);
- Drafting and Writing of rebuttals and court related materials;
- Trial and Litigation strategies;
- Confer vital insight on court hearings and procedure;
- Responsible for coordinating all office functions, and supervising all Para- legal and intern Attorneys on all matters of the Law and suggesting courses of action;
- Developed efficiency-enhancing workflow;
- Written Hundreds of Memorandums and written proceedings;
- Follow up cases by attending various meetings, and doing the necessary revisions before the competent courts;
- Assist trainee Attorneys in the office in the ways of writing a memoranda and legal memos, in addition to the ways of searching for references and finding the designated law, in addition to all revisions;
- Submit objections in relation to tax costs, initiate the proceeding in that respect, and pursue it before the prosecution committees and the council of state;

- Make all revisions before all competent departments, including and not limited to Ministry of finance, Ministry of labour and the Governor of Beirut, in addition to any department in respect to the litigation case at hand;
- Drafting, consulting and organizing all financial and commercial contracts
- Organize platforms for companies of all types of records, whether the records or minutes of General Assembly or Boards of Directors;
- Attend meetings of the boards of directors and general assemblies of the companies as Secretary;
- Attend internal investigation committees in some companies at times of critical staff irregularities been committed;
- Advising Attorneys and clients on their options;
- Presenting relevant facts and summing up arguments to support a client's case at court, tribunals or at public enquiries;
- Monitoring and being in control of all phases of a court case;
- Cross examining witnesses;
- Studying evidence and drawing conclusions;
- Meeting clients to obtain more information, and Collecting and then analysing information;
- Understand and interpreting complex arguments in a short space of time;
- Giving oral arguments in a court of law;
- Providing accurate, timely and effective legal advice to clients;
- Shaping a client's expectations on what can be realistically achieved, and Advising clients on their legal rights and obligations;
- Involved in out of court settlements;
- Appearing before legislative and regulatory bodies or government agencies;
- Coordinating planning and building regulations applications;
- Acting as an intermediary between Attorneys and clients;
- Advising businesses on the impact, interpretation and implementation of new policies and legislation;
- Giving support, recognition and rewards to junior staff;
- Preparing invoices and monitoring time recorded against fee estimates;
- Acting as a liaison with outside law firms;
- Proofreading of documents including contracts, agreements and transcripts;
- Assisting mostly tenants, homeless families and low paid workers;
- Responsible for coordination and administration of contracts;
- Assisting with government and regulatory compliance reporting;
- Explaining firm's fee structure to potential clients.

