

Saja Abdul Kareem Abdul Sattar

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Iraq, Baghdad

EDUCATION

Master of Public Law (public international law), University of Middle East.

Amman, Jordan. 2015- 2017.

Bachelor of Law, Baghdad University.

Iraq – Baghdad, 2010 – 2014.

LANGUAGES

Arabic: Native

English: Fluent

WORK EXPERIENCE

- **Lawyer in Corporate Commercial and Litigation departments – Al Tamimi & Co. Law Firm, Baghdad, Iraq. (Aug,2018 - present)**
 - Provide legal advice on Transport Commercial, Supply of Goods & Services.

- Provide legal advice regarding investment, industrial development, residence and labor code.
 - Drafting Pleadings.
 - Obtain all Visa types and work permits for foreign employees.
 - Establish and maintain database of all corporate clients to ensure each is up to date on licensing and regulations.
 - Create and manage all official corporate documents for incorporation, including articles of incorporation, bylaws and minutes.
 - Created corporate client reports for senior lawyers.
 - Define and develop legal policies and procedures while advising on all major business transactions.
- **Lawyer at Nawras Office, Baghdad, Iraq. (March, 2018 – Aug, 2018)**
 - Assisting Senior Lawyers by providing legal research.
 - Follow up with Registrar of Companies.
- **Forex trader, Foreign Exchange Stock. (Oct.2015- preset)**
 - Engage in financial market transactions and evaluates investment opportunities in currencies.
 - Use corporate funds to buy and sell currencies on Metatrader4 platform.
 - Analysis key industry challenges facing global financial markets and potential scenarios shaping the future landscape of the financial markets industry.
 - Assess operational risks assumed by or arising from financial market activities, and determine if mitigating actions need to be taken to limit financial losses.
 - Monitor daily profit and loss and positions in the trading book, and formulate hedging strategies to manage associated financial risks.

KEY SKILLS & ABILITIES

- Knowledge in **Elite** system.
- Knowledge in **MS Office** including Word, Excel, and preparing presentations with Power Point.
- Knowledge in **MetaTrader4** platform.
- Problem solving & decision-making.
- Proven leadership skills.
- Outstanding attention to detail and time management skills.

- Excellent research skills.
- Ability to work under high pressure.
- Ability to perform multiple tasks simultaneously within set timeframe.

Courses & Certificates

- Workshop (How to set up your project) under the auspices of Iraqi Ministry of Education. (27.05.2012 - 02.06.2012)
- Workshop (Peers education) belonging to UNFPA. (27.06.2012 - 02.07.2012)
- Participation in the National Youth Convention held in Sulaymaniyah. (15.07.2012 - 18.07.2012)
- Participation in Price Media Law Moot Court Competition – Middle East Regional Round under the auspices of Oxford University, Qatar University and Aljazeera channel. (18.02.2013 - 21.02.2013)
- Active participation in the 2014 Iraq National Rounds of the Philip C. Jessup International Moot Court Competition held in Erbil on behalf of USAID. (22.01.2014 - 23.01.2014)
- First Aid Course held by Jordan Paramedic Society. (22.09.2017 – 22.09.2017)
- Member of Iraqi Bar Association. (18.03.2018)
- Course of Teaching Methods by Ministry of Education. (2018)