



## Maryam Majeed Albuhamaid

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Date of Birth: 08/02/1994

### **Experience:**

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- **February 2018 (Present) – Associate at KBH Kaanuun – Manama, Bahrain**
  - Provide external Compliance advice to clients, as required liaising with Central Bank of Bahrain (CBB) and Ministry of Industry, Commerce and Tourism (MOICT) in which I have developed a very strong relationship with.
  - Opine on Bahrain Labour Law, Civil Code, Penal Code, Cyber Law, Food and Health and Consumer Protection as and may be required by client.
  - Aware of the regulations surrounding the CBB Laws and Rulebook from my exposure along with having great knowledge in relation to the Bahrain Commercial Companies Law 2001 and its amendments.
  - Assist in all technical issues, including but not limited to:
    - Incorporation of various types of Companies such as With Limited Liability, Foreign Branches and Bahrain Joint Stock companies;
    - Processing the liquidation of Companies with the MOICT and the CBB;
    - Submitting various types of applications via BLIS (MOICT's new online portal) such as share transfers, renew commercial registers, increase of company capital, obtain commercial name, license approvals, change of board of directors/authorized persons, change of address, etc.
    - Preparing and drafting necessary documentation including, but not limited to: drafting/amending the constitutional documents of the company (Memorandum and Articles of Association), Share Transfer Deed, Shareholders Resolution, Board of Directors Resolutions and Power of Attorney; Review and amend all types of legal contracts, agreements and disclaimers; and
    - Liaising with other government offices as required including Bahrain Investors Centre, the Notary Public, the Ministry of Education, the Ministry of Interior, the Telecommunications Regulatory Authority and the Labour Market Regulatory Authority.

➤ **May 2016 to February 2018 – Paralegal at Elham Ali Hassan Lawyers and Legal Consultants – EAH Law, Manama, Bahrain**

- Advised a number of retail and investments banks in Bahrain, with respect to their finance documents.
- Provide external Compliance advice to clients, as required liaising with Central Bank of Bahrain (CBB) and Ministry of Industry, Commerce and Tourism (MOICT) in which I have developed a very strong relationship with.
- Opine on Bahrain Labour Law, Civil Code, Penal Code, Cyber Law, Food and Health and Consumer Protection as and may be required by client.
- Aware of the regulations surrounding the CBB Laws and Rulebook from my exposure along with having great knowledge in relation to the Bahrain Commercial Companies Law 2001 and its amendments.
- Assist in all technical issues, including but not limited to:
  - Incorporation of various types of Companies such as With Limited Liability, Foreign Branches and Bahrain Joint Stock companies;
  - Processing the liquidation of Companies with the MOICT and the CBB;
  - Submitting various types of applications via BLIS (MOICT's new online portal) such as share transfers, renew commercial registers, increase of company capital, obtain commercial name, license approvals, change of board of directors/authorized persons, change of address, etc.
  - Preparing and drafting necessary documentation including, but not limited to: drafting/amending the constitutional documents of the company (Memorandum and Articles of Association), Share Transfer Deed, Shareholders Resolution, Board of Directors Resolutions and Power of Attorney; Review and amend all types of legal contracts, agreements and disclaimers; and
  - Liaising with other government offices as required including Bahrain Investors Centre, the Notary Public, the Ministry of Education, the Ministry of Interior, the Telecommunications Regulatory Authority and the Labour Market Regulatory Authority.

➤ **2013 - Organized a graduation event OSSV (Omani Student Society of Victoria) Victoria, Australia**

**Achievements:**

- Successfully communicating with a team
- Improved organization skills
- Time management

➤ **2014 - International Business Internship in BINUS University (BINUS Human Capital) Jakarta, Indonesia**

**Achievements:**

- Working in a HR Department and applying theory to real life cases.
- Conducted surveys on upcoming BINUS graduates and developed a report/presentation to the company.

- Successfully working with people from different cultures and facing language barriers.

## **Education:**

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### **2015 Bachelor of Commerce (Commercial Law and Human Resource Management)**

**Completed** Deakin University (Melbourne, Australia)

#### **Key Units:**

- Income tax law - Marketing law - Employment Law - Corporations Law - Business Ethics - HR Development - Strategic HR Management

### **2013 Diploma of Commerce**

Completed MIBT (Melbourne, Australia)

#### **Key Units:**

- Business Analytics - Business Law - Global Economy - Finance – Accounting

### **2011 Sanabil Private School (Kingdom of Bahrain)**

**Completed** High School American Diploma

## **Skills:**

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- Fluent in Arabic and in English
- Professional use of Microsoft Office Packages (Word, PowerPoint, Outlook, Excel)
- Good ability in handling team work
- Apply research skills to business challenges
- Ability to develop and enhance appropriate written and oral communications and analytical skills required for effective presentations
- Understanding of the theoretical framework of commercial law and related contemporary theoretical issue.