

Joyce Robert Saade
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➤ **Personal Details**

Date of Birth:
16th September 1991

Address:
Beirut , Lebanon

Nationality:
Lebanese

Language:
English (Spoken & Written)
French (Spoken & Written)
Arabic (Spoken & Written)

Status:
Single

➤ **Education History**

January 2017 **Master's Degree in International Business Law- Sagesse University**
Main Courses: International Contracts- Islamic Banks- international Taxation-
Financial Law- Commercial International Law.
Expected date of graduation: January 2018.

2009-2013 **Bachelor degree of Law- Sagesse University**

1994-2009 **Lebanese Baccalaureate in Economics & Sociology- Sagesse High School**

➤ **Work Experience**

**March 2015-
Present**

MDSL SAL Part of ITG Holding and Holcom Group

Position: Paralegal

Main Tasks:

- Drafting Agreements.
- Review Agreements and negotiate with the other Party to reach the Company's target Agreement.
- Coordinate and review the formulation and finalization of Agreements.
- Ensure compliance with required regulations.
- Research and prepare analysis.
- Conduct negotiations with Clients and suppliers on Agreements.
- Coordinating with Company's lawyers on all legal matters.

**Sept 2013- Feb
2015**

Fakhry Law Firm

Position: Legal Advisor

Main Tasks:

- Conducting legal research.
- Drafting Agreements.
- Reviews and negotiates Agreements.
- Litigation.
- Preparing cases for trials.
- Registering Intellectual Property rights.

➤ **Computer skills**

Word, PowerPoint, Omega System.