

CURRICULUM VITAE

PERSONAL INFORMATION

- ✚ Surname: Lazreg
- ✚ First name : Mohamed Amine
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- ✚ E-mail: mlazreg85@yahoo.com



OBJECTIVE

- ✚ To provide a service with the highest standard of quality within a professional ethical standards and social responsibility, seeking a competitive and challenging environment where I can serve your organization, clients and providing solutions to the various conflicts that arise. Hopefully, build a career in a well-known legal experience to enhance my quality, skills, knowledge that return to the overall organization objectives

PROFESSIONAL EXPERIENCE FUNCTION

- ✚ **November 2018 To January 2021 - Work As Legal Assistant (AL Adheed of Premium Dubai Court Services)**
 - Register cases on programs of all Courts whether filing lawsuits or claims
 - Draft and follow up legal Notices
 - Submit and follow up all applications of cases.
 - Register civil and commercial cases and order on petition on program of Rental Disputes Center
 - Advise clients concerning business transactions, claim liability.
- ✚ **August 2018 To November 2018 –work As Legal Advisor and PRO (Marshal Al Zarooni Chartered Accountants) Dubai**
- ✚ **June 2013 to March 2018 – Work as Senior Lawyer (Magdouri Youcef Association Firm)**
 - Provide and offer advice to clients on the law, legal procedures and a wide range Of associated issue.
 - Interviewing the clients
 - Typing and proofreading documents.
 - Explaining the law and giving general legal advice

- Evaluate findings and develop strategies and arguments in preparation for Presentation of cases.
- Filed and served all legal documents with the courts and opposition counsel
- Gather evidence to formulate defense or to initiate legal actions, by such means as Interviewing clients and witnesses to ascertain the facts of a case.
- Present and summarize cases to sentences.
- Attending court hearings.
- Pleading the clients before the court

+ August 2012 –Marsh 2013 – HR Assistance and Supervisor HSE (Hanwha Engineering & Construction)

- Management and follow-up and completion of all administrative operations of the Office with respect to governmental affairs.
- Accurately prepare and process required legal documents like rent contract attestation in government agencies such as Ministry of Economic, Ministry of Finance, Customs, Court, Chamber of Commerce, Traffic Department and Municipality.

+ July 2011- July 2012 - Safety office and translator English – French Hyundai – Sam young Corporation.

- Prepare comprehensive reports of safety inspections and complete all safety related documentation and paperwork
- Coordinate response to on-site emergencies, and interface with off-site and on-site emergency response entities

+ August 2006 –May2010- Sales Executive (Etisalat Phone)

- Advises customers by providing information on products.
- Dealing with any queries or complaints.
- Directs and assisting customers.

TRAINING AND QUALIFICATIONS

+ Bachelor of Laws – August 2010

Institution: University of Sid bel abbes of Law

Location: Sid bel abbes – Algeria

+ Certificate of Regulation the Legal Profession (Bar Exam- Jan2011)

Institution: Council Regulation of the Legal Profession)-Ministry of justice

Location: Sid Bel abbes – Algeria

+ Attorney License –July2013

Institution: Sid Bel Abbess BAR Association

Location: Sid Bel Abess – Algeria

+ Certifcate de recognition of Dubai Court Services AL ADHEED

- ✚ Certificate Trainee Lawyer and Legal Consultant | Bouiricha Khadra Associates Law Firm)
- ✚ Certificate of Course Completion – English Language Course (MactaLang.com)
- ✚ Certificate de Maitrise –MS-Windows, MS-Word, MS-Excel
- ✚ HSE Certificate of Recognition (3,000,000 man-hours without Lost Time Incident) Arzew Refinery Rehabilitation and Adaptation Project –Hyundai-Samyoung Corporation

ADDITIONAL SKILLS/ATTRIBUTES

MS – OUTLOOK	Excellent
MS – WORD	Excellent
MS – POWER PLOINT	Excellent
PRESENTATION	Excellent
TYPING	Excellent

LANGAUGE	READ	WRITE	SPEAK
ARABIC	Excellent	Excellent	Fluent
ENGLISH	Excellent	Excellent	Fluent
FRENCH	Excellent	Excellent	Fluent

Passport number: 146132312

Expiry: December 13, 2024