Dr Malk Alzeab

LEGAL AFFAIRS MANAGER

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PROFESSIONAL SUMMARY

Dynamic and results-oriented Legal Affairs Manager with a proven track record in delivering comprehensive legal counsel and steering organizations towards compliance and success. Specialized in contract management, risk assessment, and litigation support, with a dedicated focus on ensuring alignment with legal and regulatory frameworks. Proficient in intellectual property protection, policy development, and corporate governance, showcasing robust leadership skills through effective team management and collaboration. Highly skilled in conveying intricate legal concepts to diverse stakeholders, nurturing a culture of ethical standards and adherence to compliance. Possessing a Ph.D. in Commercial and Maritime Law, along with additional diplomas, the educational background combines academic depth with practical legal expertise. Committed to steering organizational growth through proactive legal strategies and instilling a culture of excellence.

KEY COMPETENCIES

- Contract Law
- Legal Research
- Regulatory Compliance
- Intellectual Property (IP) Management
- Litigation Support
- Risk Assessment
- Corporate Governance
- Legal Writing
- Document Review
- Negotiation Skills
- Policy Development
- Legal Technology Integration
- Data Privacy and Security
- Dispute Resolution

PROFESSIONAL EXPERIENCE

LEGAL AFFAIRS MANAGER
ALRAWDA GREEN SWEET WATER **APR 2022 - PRESENT**

- **Legal Compliance:** Ensure organizational adherence to laws and regulations, staying informed on legislative changes.
- **Contract Management:** Draft, review, and negotiate contracts with precision to protect organizational interests.
- **Risk Assessment:** Identify and assess legal risks, offering strategic mitigation recommendations to management.
- **Litigation Management:** Coordinate legal proceedings and disputes, collaborating effectively with external counsel.
- **Policy Development:** Develop and implement robust internal policies for legal compliance, providing clear employee guidance.
- **Regulatory Affairs:** Engage with regulatory bodies, monitoring changes to ensure prompt organizational compliance.
- **Intellectual Property:** Manage and safeguard the company's intellectual property, including trademarks and patents.
- **Legal Research:** Conduct thorough research to stay abreast of industry best practices and provide timely legal opinions.
- **Training and Education:** Conduct comprehensive training sessions to enhance organizational legal literacy and inform staff of relevant changes.
- **Contract Dispute Resolution:** Mediate and resolve contract disputes promptly and cost-effectively.
- **Corporate Governance:** Ensure meticulous adherence to corporate governance principles and contribute to board meeting preparation.
- **Ethics and Compliance:** Develop and enforce a culture of ethical standards, establishing and managing a robust compliance program.
- **Communication:** Articulate clear and concise legal advice to various organizational departments.
- **Record Keeping:** Maintain an organized and up-to-date repository of legal records and documentation.

ASSISTANT PROFESSOR | COMMERCIAL LAW | PART TIME
ALGHURAIR UNIVERSITY | DUBAI | UAE **OCT 2020 - OCT 2022**

- Instructed diverse undergraduate and postgraduate courses in Commercial Law, ensuring a comprehensive understanding of key concepts.
- Employed innovative teaching methods to engage students and facilitate effective learning experiences.
- Developed and delivered lectures, seminars, and workshops, fostering a dynamic and interactive classroom environment.
- Provided constructive feedback to students on assignments, projects, and exams to enhance their academic performance.
- Tailored course materials to incorporate real-world examples and case studies, enhancing practical application of theoretical concepts.
- Created and updated course syllabi to reflect the latest developments in Commercial Law and maintain relevance to industry trends.
- Offered individualized support and guidance to students, addressing their academic needs and concerns.
- Organized and facilitated student discussions, encouraging critical thinking and active participation in class.
- Collaborated with colleagues to share best practices and continuously improve teaching methodologies.
- Mentored students in their academic and professional development, offering insights into career paths within Commercial Law.
- Participated in professional development activities to stay abreast of advancements in teaching strategies and technology.

LEGAL COUNSEL
ZAYED ALSHAMSI ADVOCATED AND LEGAL COUNSULTANT **MAY 2020 - MAR 2022**

LEGAL COUNSEL
ABD ALRHMAN NASIB ADVOCATED AND LEGAL COUNSULTANT **AUG 2015 - MAR 2020**

- Provided comprehensive legal advice to clients, ensuring clarity on rights and obligations.
- Analyzed complex legal issues, offering well-reasoned opinions for client guidance.
- Conducted legal research to stay updated on laws, regulations, and precedents, providing accurate advice.
- Gathered pertinent information to strengthen legal arguments and develop effective strategies.
- Prepared and reviewed legal documents, ensuring compliance with applicable laws.
- Ensured legal documents complied with relevant regulations, maintaining accuracy and validity.
- Represented clients in legal proceedings, negotiations, and alternative dispute resolution.
- Advocated for clients, presenting persuasive legal arguments for favorable outcomes.
- Assisted clients in understanding and complying with relevant laws and regulations.
- Developed and implemented compliance programs to mitigate legal risks proactively.
- Conducted due diligence reviews in transactions, identifying and advising on legal risks.
- Communicated effectively with clients, keeping them informed about case progress.
- Provided strategic advice to help clients achieve goals within the legal framework.
- Negotiated on behalf of clients for settlements or favorable outcomes.
- Managed caseloads efficiently, meeting deadlines and ensuring case progress.

MANGER & PARTNER
AMMAR ALMSHREF ADVOCATED AND LEGAL COUNSULTANT **MAR 2012 - APR 2015**

- Played a key role in strategic decision-making for the firm's growth and development.
- Established and nurtured strong relationships with clients, promoting client retention and satisfaction.
- Led business development initiatives to attract new clients and expand the firm's client base.
- Collaborated with fellow partners to set and implement the firm's overall vision and goals.
- Participated in the recruitment and mentorship of legal professionals, contributing to the development of a skilled and cohesive team.
- Oversaw financial aspects of the firm, including budgeting, resource allocation, and profitability analysis.
- Engaged in negotiations and partnership agreements to foster mutually beneficial relationships.
- Represented the firm in professional and community events, enhancing its reputation and visibility.
- Contributed to the overall success and sustainability of the firm through effective leadership and teamwork.

EDUCATION

- **Ph.D. in Commercial and Maritime Law** | Ain Shams University | Cairo | Egypt | 2013 - 2016
- **Master's in Private Law** | Ain Shams University | Cairo | Egypt | 2010 - 2013
- **Diploma in Private Law** | Ain Shams University | Cairo | Egypt | 2011 - 2012
- **Diploma in International Trade** | Ain Shams University | Cairo | Egypt | 2012 - 2013
- **Bachelor of Laws** | University of Damascus, Damascus | 2006 - 2010
  Equivalent Certificate by UAE Education in accordance with UAE Government Standards

TRAINING & COURSES

- Combatting Addiction | Emirates Association for Lawyers and Legal | July 2021
- Amendments to the UAE Civil Transactions Law | Judicial Institute for Training
- Digital Currencies | Lawyers' Association | June 2020