

# AHMED SHAWKI

JUNIOR LAWYER

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## EXECUTIVE SUMMARY

I am eager to take on new challenges and opportunities in providing legal services to a diverse range of clients while collaborating with a new team and embracing a different work culture.

- I am 24 years old, an Egyptian national and my military status is exempt.
- A highly motivated recent graduate from the Faculty of Law at Cairo University, class of 2022. Currently preparing for my L.L.M. in Economics and Financial Sciences at Banha University after completing a diploma in Public Law, class of 2023.
- I have Possess exceptional communication, networking, and relationship management skills, derived from my confident, engaging, and outgoing personality.
- Licensed to practice law and a member of the Egyptian Bar Association as a junior lawyer.
- Proficient in English (upper intermediate level) and have basic proficiency in German and French.

## CAREER SUMMARY

### Junior Associate | Lawyer

ZAKI LAW OFFICE | FEB 2024 – PRESENT

### Junior corporate lawyer

ELROWAD FOR ACCOUNTING AND TAX | DECEMBER 2023 – PRESENT

To face new challenges and collect more knowledge to add in my career path, that's why I have joined to Elrowad office which will enhance my knowledge and skills in this field.

#### - KEY ACHIEVEMENTS

- Establishing companies and Trademarks registration. corporate governance Mergers & Acquisitions.

- Handling and Dealing with the General Authority for Investment (GAFI) : (OGM – EGM - BOD) & all legal procedures before the other different governmental authorities (FRA, FEI, GOEIC, MCS, NUCA).
- Drafting and reviewing complex legal contracts, agreements and legal documents. Provide legal consultations opinions on corporate matters, commercial transactions, and business deals.
- Conduct legal research, analysis and stay updated with relevant corporate & commercial laws and regulations.

## Partial lawyer

ABRAHAMIC LAW FIRM | AUGUST 2022 – DECEMBER 2023

I successfully completed a comprehensive 1-year training program, covering legal fundamentals, litigation, legal memorandum drafting, valuation, and legal research. This period allowed me to enhance my legal knowledge and hone my client acquisition skills. I had the privilege of participating in transactions, engaging with clients, addressing their concerns, and offering legal opinions.

### - KEY ACHIEVEMENTS

- Expertise in civil litigation and drafting court documents, utilizing legal databases to find appropriate legal solutions.
- Advised and drafted commercial agreements, and managed business interactions with clients, providing them with expert legal opinions.
- Conducted in-depth financial modeling, presenting various solutions to clients, and received highly positive feedback for my professionalism and conduct.
- Represented clients in various legal proceedings, including appearances before courts, committees, and other relevant authorities, while efficiently handling all required administrative procedures..

## Legal trainee | Associate | Junior lawyer

RAMADAN FARHAT'S LAW FIRM | NOVEMBER 2021- FEBRUARY 2022

I initially joined Ramadan Farhat's law firm as part of their graduate training program, a rigorous three-month initiative. During this period, I specialized in preparing and drafting court documents.

### KEY ACHIEVEMENTS

- Proficiently prepared and drafted legal memoranda.
- Conducted legal research and compiled legal reports for direct management.
- Executed legal drafting and conducted legal researches.
- Reviewed and drafted various contracts..

# Customer Care Representative | Back Office Employee

VODAFONE | AUGUST 2018 - MARCH 2022

Following high school, I embarked on my professional career by entering the job market and joining telecommunications giant, Vodafone. Over my four-year tenure, I assumed various roles, progressing from an agent to positions in the training department, ultimately taking on a supervisory role.

## KEY ACHIEVEMENTS

- Successfully rectified discrepancies in customer account balances and demonstrated strong administrative skills, including data management.
- Responsively addressed customer inquiries related to billing processes, roaming, phone repairs, service upgrades, and other concerns.
- Ensured the delivery of top-tier service to high-value customers, resolving their issues effectively.
- Provided support to the sales team by managing and documenting customer accounts.
- Contribute to training and coaching initiatives for new team members through group sessions and one-on-one meetings.

## EDUCATION

- **L.L.M**

University of Banha at Economics and Financial Sciences

**(PRESENTLY UNDERTAKING)**

- **L.L.B**

University of Cairo , bachelor's of laws.

**(09/2018 - 07/2022)**

- **Higher Secondary**

Saidia Military Secondary School.

**(09/2016 - 07/2018)**

## COURSES

- Legal Workshop in Legal Memorandum Writing.
- General course of the intellectual property of the Egypt, provided by the World IP – WIPO.
- Benha University Digital Transformation Course (FDTC)
- MS office (Word, Excel, power point)

- Online courses in legal contract drafting and translation
- International Computer License (ICDL)
- Course in Engineering Contracts (FIDIC) from MA3ARF Platform

## LANGUAGES

- Arabic (mother tongue)
- English (B2 intermediate)
- Dutch (A2 Elementary)

## AFFILIATIONS

- Member of the Egyptian Bar Association
- Arab Lawyers Union

## HOBBIES & INTERESTS

- I have a passion for competitive sports and have achieved significant success as a sportsman. I have earned a brown belt in kung fu and have secured victories in kung fu competitions across various cities. Additionally, swimming is one of my favorite sports.
- I also find great enjoyment in reading across a diverse range of subjects to stay well-informed.

## SKILLS

- Strong organizational skills.
- Proficient in legal writing
- Exceptional managerial and negotiation abilities.
- Proficiency in MS Office and presentation software.
- Highly analytical with an unwavering attention to detail.
- Capability to interpret and work with numerical data effectively.
- Proficiency in multitasking and working under pressure.
- Results-driven professional.
- Outstanding skills in drafting, negotiation, and analysis.