



Bruna Abou Sleiman

CONTACT

Metn, Mansourieh

+961 70 591 523

Brunaabousleiman91@gmail.com

ACADEMIC EXPERIENCE

Baccalaureate in Litterature & humanities

Notre Dame Des Apôtres – Rawda
2009 Graduate

Diploma in Law

Sagesse University - Beirut
2009-2012

LANGUAGES

- ✓ Arabic : Native Language
- ✓ English : Excellent spoken & written
- ✓ French : Excellent spoken & written

COMPETENCES

Microsoft Office Word



Microsoft Office Excel

SUMMARY

A young confident, competent and ambitious person, well organized, searching for new inspiration and looking for a new and challenging position, one which will make best of my personal and professional development.

PROFESSIONAL EXPERIENCE

Al Akram for Trading

Personal & Legal Assistant

Nov 2020 - Present

- Collect, examine, and organize evidence and other legal documents for Attorney review and case preparation
- Draft and proofread correspondence and legal documents, such as pleadings and contracts.
- Manage client billing by preparing, finalizing, and sending out bills, as well as resolving billing issues in cooperation with the billing attorney.
- Provide general administrative assistance, such as maintaining the attorney's calendar and making travel arrangements.

SGBL Bank - Mansourieh

Front-desk & Legal banker

Feb 2016 – Oct 2017

- Analyzing and drafting business leases, contracts, mortgages & closing documents.
- Costumer service & teller operations specialist
- Collect, examine & organize the branch legal documents for review and preparation.

Bureau Habib Mezher (Lawyer)

Corporate Law Intern

Jun 2015 – Jan 2016

- Assisting in all Legal office work with Mr Mezher.
- Assisting in interrogations
- General administrative duties.

Père Afif Ossayran Foundation for minor prisoners

Criminal & Civil Law Intern

Dec 2014 - May 2015

- Compile, proofread and edit drafts of contracts, leases, licenses, policies and other legal documents.
- Monitor, study and develop written summaries of proposed and enacted legislation, regulations, court decisions, industry guidelines, trade journals and other relevant publications for the minors witnesses
- Assist with case preparation including opening and closing arguments, and aiding in court motions or pleadings.
- Analyze and summarize documents & daily record with electronic and physical filing.
- Assist the administration and management of workflow.
- Locate and interview witnesses – minors.
- General administrative duties : answering correspondence and taking telephone calls.

Bureau Jean Fakhry (Lawyer)

Corporate Law Intern

Mar 2012 – Jul 2012

- Assisting in all Legal office work with Mr Fakhry.
- Assisting in interrogations
- General administrative duties.

Moteco Company SARL

Accounting & Costumer service specialist

Feb 2010 – Mar 2011

- Handling all financial operations (contractors, suppliers, BOQs, policies..)
- Assist the administration and management of workflow.
- General administrative duties: answering correspondence and taking telephone calls.