



HASAN TLEIS

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Date of birth :11/10/2001

Summary:

Experienced paralegal with expertise in litigation, corporate law, and compliance. Skilled in legal research, drafting documents, managing case files, and supporting trial preparation. Strong background in client communication, workflow organization, and legal management software. Recognized for attention to detail, problem solving, and a commitment to confidentiality and ethical standards.

Education

Master 2 in Comparative Law	Sep present-2023
La Sagesse University, Faculty of Law	
Master 1 in General Law	2022-2023
La Sagesse University, Faculty of Law	
Bachelor of Law	2019-2022
La Sagesse University, Faculty of Law	
Lebanese Baccalaureate-ES (Economics and Sociology)	2018-2019

Additional Information:

Language Proficiency:

- **English:** full professional proficiency
- **Arabic:** native or bilingual proficiency

Skills:

- Legal writing and document drafting
- Negotiation
- Local,International and Corporate Laws
- Microsoft office tools
- Time management
- Leadership and debate
- Public speaking
- Organization
- Regulatory compliance

Hobbies:

- Basketball,football,and volleyball
- Swimming,hiking, and reading.

Work Experience

Junior Associate-Rabab Merhi Law Firm,Beirut
Present

July 2021-

- Drafted contracts, including rent and sale agreements, tailored to client needs.
- Provided legal consultation in real estate development and business law.
- Prepared pledges, declarations, and other binding legal documents.

Legal Internship-Father Affif Osseiran Foundation,Beirut
May 2023

Nov 2022-

- Participated in field trips to prisons to see how NGOs help prisoners,especially violent and at-risk juveniles' minors.
- I went to military residences and learned about legal work in terms of information crimes and international thefts.
- Engaged in workshops with special associations for minors who have committed crimes,to defend them.

