

# MOUNIRA ALAMEH

## CONTACT DETAILS

**Current Location:**

Dubai, UAE.

**Home Address:**

University Street – Aley

**Office Address:**

Verdun, Beirut

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+961 71 536757

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**Email:**

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**Nationality:**

Lebanese

**Marital Status:**

Single

**Driving License:**

Lebanese License

## CAREER PROFILE

Skilled and qualified legal advisor/officer with more than six years of diverse experience in providing legal assistance to different corporate sectors. Seeking a position that will allow me to apply my legal knowledge and skills to attain company goals and targets.

## WORK EXPERIENCE

**2009 - 2015**

- ❖ Legal officer and advisor , Al-Wasl International Group (Advocates And Legal Consultant)

- Analyzing and identifying the legal issues
- Assisting in handling disputes
- Creating legal documents such as warning letters
- Negotiation and providing legal assistance
- Full knowledge of all banks products
- Finding information sources and retrieving data to contact customers (Data Search)
- Communication and negotiation for debt collection

**2007 – 2008**

- ❖ Managerial assistant, Immobiliare-hazmieh (Real Estate)

- Document Controlling
- Appointments arranging
- Administrative coordinator

## LANGUAGES

Arabic – Mother Tongue

French – Excellent

English – Intermediate

## TRAININGS

- Bank Training at Al Wasl Group
- Insurance Training at Bankers

## **EDUCATION & CERTIFICATES**

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**2001 - 2005**

- ❖ Bachelor Degree in Law, Lebanese University  
Law graduate backed by successful experience and knowledge of principles and standards.

**2018-2019**

- ❖ HR certificate International academy for building capacity

**2018-2019**

- ❖ Arbitration certificate, Lebanese International Arbitration Center & Arab Lawyers Union

## **SKILLS**

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- Windows, Microsoft Office, outlook
- Adapt new concepts quickly while working under pressure, ability to work and thrive in a team environment, problem solving skills, excellent oral and written communication
- Calm with rational thinking, leadership skills, ability to adapt to different situations and professionally dealing with them, possess great work discipline, ability to multitask, flexible regarding working hours
- Excellent grasping capacity, determination and profound commitment

## **ACTIVITIES**

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- Attending events organized by NGOs about human rights.

## **HOBBIES**

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- Reading, jogging & travelling.