

# Ibrahim Mohamed Ali Abukhashaba

## Lawyer / Personnel Affairs Specialist

hemakhashaba8080@gmail.com | 00966509474655 | Egyptian

### PROFESSIONAL SUMMARY

Legal consultations  
Drafting legal memorandums  
Communicating with clients  
Experience in human resources management

### WORK EXPERIENCE

**Lawyer** | Hazem Wahdan Law Firm 2020-01 - 2023-03 Cairo, Fifth Settlement

- 3 years of experience in law and experience in company formation.
- Providing legal consultations to clients in the fields of civil and commercial law, and guiding them toward appropriate legal solutions for their problems.
- Preparing and reviewing legal contracts and commercial agreements to ensure compliance with the applicable legal systems in the Kingdom.
- Following up on legal cases, updating clients on developments, and ensuring adherence to specified legal deadlines.

**Personnel Specialist** | Globe International Industry 2023-04 - 2025-06 Egypt, Alexandria

- Managing employee files and updating personal data to ensure information accuracy and ease of access when needed.
- Implementing recruitment procedures by coordinating with various departments to attract and evaluate suitable candidates for vacant positions.
- Following up on employee termination procedures, including preparing necessary documents and ensuring compliance with local rules and regulations.
- Handling employee inquiries regarding administrative and human resources affairs, and providing necessary information professionally and effectively.
- Contributing to the implementation of human resources policies and procedures to ensure compliance with the laws and regulations applicable in the Kingdom.

### EDUCATION

**Bachelor's degree - Law** | Faculty of Sharia and Law, Al-Azhar University 2015-02 - 2020-04 Egypt

### SKILLS

- |                            |                               |                           |                                 |
|----------------------------|-------------------------------|---------------------------|---------------------------------|
| Drafting legal documents   | Providing legal consultations | Preparing legal contracts | Reviewing commercial agreements |
| Human Resources Management | Customer Relations            | Effective Negotiation     | Microsoft Office                |

### LANGUAGES

**Arabic** (Native) **English** (Full Professional)

### ADDITIONAL INFORMATION

Marital Status: Single  
Date of Birth: 1/3/1996 1996-03