



Ahmed Sallam



+966581841987



ahmedfarouks2@hotmail.com



Jubail, Saudi Arabia 31961

SUMMARY

Dedicated Legal Director with over 18 years of experience in navigating complex legal landscapes. I excel in corporate governance, contract law, and regulatory compliance, always aiming to align legal strategies with business goals. Known for my strong leadership, I foster collaboration within teams and build trusting relationships with stakeholders. With a focus on practical solutions and risk management, I'm passionate about guiding organizations through challenges while supporting their growth and success.

CERTIFICATIONS

- Saudi Center for Commercial Arbitration in Arbitration Disputes (Riyadh)
- Advance Contract Drafting, Negotiation & Dispute Management (India)
- Appealing of Commercial Judgments and Implementation (Riyadh)
- 1 Million Prompters from Dubai Future Foundation (Dubai)
- International Marketing Legal Consultancy Course from

EXPERIENCE

06/2017 - Current

Legal Director

Sendan International Company Ltd | Jubail, Saudi Arabia, KSA

- Case planning, management, and records.
- Drafting of memorandums, regulations, notes, petitions, contracts, and letters.
- Undertaking legal considerations and valuation of case documents and situations.
- Reviewing and giving legal opinions regarding agreements and new contracts.
- Managing and following up with cases in courts and government departments.
- Conduct legal research by utilising various resources and selecting the relevant material to analyse the legal information.
- Attending court hearings, and representing the company in government departments.
- Consulted with clients to inform legal decision-making.
- Provided accurate, helpful and up-to-date legal advice on legal matters.
- Protected clients' interests during legal proceedings.
- Developed strong argument strategies based on evidence findings.
- Negotiated settlements on client behalf, obtaining deals to suit both parties.
- Negotiated settlement agreements in disputes, minimising financial impact and preserving business relationships.

www.sendan.com.sa

06/2020 - Current

Board Member

East Asia for Agricultural Development Investment | Riyadh, Saudi Arabia

- Providing legal guidance on matters related to board regulations, compliance, and governance.
- Overseeing the legal profession and litigation related to the company's operations, including contracts, transactions, and disputes.

WTOI (Cairo)

- Thankful letter from ECARU company
- The legal profession of Egyptian Bar Association
- Attending many conferences, seminars and legal meetings at various institutions.

EDUCATION

05/2005

Tanta University | *Tanta*
Bachelor: Law

- Drafting, reviewing, and providing legal opinions on various agreements and contracts.
 - Ensuring the company's adherence to relevant laws, jurisprudence and government decisions.
 - Directed strategic planning and policy development, guiding the organisation towards sustainable growth.
 - Developed successful strategies and policies, meeting organisational needs and implementing improvements.
- www.eadaco.sa

09/2014 - 05/2017

Legal Advisor & Admin. Manager

Al Amrei for Law & Legal Consultations | Jubail, Saudi Arabia, KSA

- Legal Consulting reviews submitted by departments, and provides advice and placements for the relevant reference.
- Translating and drafting contracts.
- Internal Auditor for ISO 9001.
- Chair meetings and follow up on the recommendations.
- Create data files about employees.
- Conduct daily audits and attendance, and follow up on inbox and outbox.
- Prepare monthly salary sheets, and handle administrative tasks of employees.
- Follow-up of accounts and financial reporting.
- Conduct investigations with unprofessional staff who do not follow the instructions.
- Advised clients on legal matters, interpreting laws, rules, and regulations to provide clear guidance.
- Drafted, reviewed, and amended legal documents, including contracts, agreements, and policies to safeguard client interests.
- Negotiated settlements on behalf of clients to resolve disputes efficiently.
- Prepared legal opinions and memoranda on various legal issues facing clients.

www.salawyer.sa

09/2012 - 04/2013

Legal & Administrative Manager

Radio Mohamed Talaat - Radio Talaat | Cairo, Egypt, Egypt

- Company Overview: <http://www.radiotalaat.com>
- Do the legal profession and litigation, drafting contracts
- Do legal transactions of the company
- Oversees and report about obligation of internal instructions
- Write the chairman meetings and following up of the recommendations
- Make data files about employees
- Make daily audit & attendance and following up inbox and outbox
- Do monthly salary sheets, handling administrative tasks of employees
- Team worker in marketing and promotion campaigns

- Make investigation with unprofessional staff and who not obligate the instructions

www.radiotalaat.com

- Managed office administrative tasks, including filing, data entry, and document preparation, to support overall operational efficiency.
- Handled confidential documents with discretion, maintaining the integrity and security of sensitive information.
- Monitored staff performance and developed improvement plans.
- Managed front desk team and helped promptly resolve workday issues to back up employees.

03/2008 - 09/2012

Legal & Administrative Supervisor

ENTAG "Engineering Tasks Group" / ECARU "Egyptian Company for Solid Waste Recycling" | Giza, Egypt, Egypt

- Company Overview: <http://www.ecaru.net>
<http://www.entag.net>
- Oversees the implementation of the plan execute and the implementation of approved programs
- Prepare periodic reports on the performance of workers and the achievements of the organizational unit and evaluated in order to improve performance and workflow
- Legal Consulting reviews submitted by departments and provide advice and placements for the relevant reference
- Engage in the legal profession and litigation, drafting contracts.
- Managed scheduling for company executives, coordinating meetings, travel arrangements, and engagements efficiently.
- Appointed new dealers and improved organisation's diversity initiative by increasing business objectives and benchmarks.
- www.ecaru.net
<http://www.entag.net>

05/2005 - 10/2007

Lawyer & Legal Researcher

MORTADA MANSOR for the work of the legal profession & legal counseling | Cairo, Egypt, Egypt

- Company Overview: <http://www.mortadamansour.org>
- Do the legal profession and litigation, drafting and translate contracts
- Helps the senior leadership in the development of goals, and draw a strategic plan and the public policies and participation in decision-making
- Oversees the implementation of the plan execute and the implementation of approved programs
- Prepare periodic reports on the performance of workers, the achievements of the organisational unit, and evaluate them in order to improve performance and workflow.
- Legal Consulting reviews submitted by departments and provide advice and placements for the relevant reference

- Advised, prepared and conducted legal proceedings, representing clients in court.

www.mortadamansour.org

PERSONAL INFORMATION

- Date of birth: 1982-12-11
- Gender: Male
- Nationality: Egyptian
- LinkedIn Profile: www.linkedin.com/in/ahmedfsallam