

**Nada Redha Sadiq**  
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Manama, Bahrain

An ambitious, enthusiastic and committed LLB graduate who is seeking a challenging legal work placement opportunity within a company, which will offer early responsibilities and the opportunity to develop practical legal skills, and to apply my skills to an environment where they will make a significant impact. I consider myself to be a great spokesperson and I have the ability to look at situations with subjectivity and from different angles to where it brings the best solution to the table.

## Key Skills

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- Advanced negotiation skills and experience dealing with arguments
- Highly adaptability in dealing with change
- Excellent management, leadership and team skills
- Strong personal communication skills and having the ability to organize, prioritize, and work under extreme work pressure, heavy workload and deadlines.
- A fair amount of knowledge in drafting legal documents.
- Detailed knowledge in reviewing contracts and agreements.

## Work Experience

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For the reason that I wanted to keep full focus on my studies I have few work experiences where I;

- **ALAJOOZ & Associates Law firm:**
  - Trainee Lawyer – July 2019 to October 2019.
    - Reviewing various contracts and advising changes when necessary.
    - Drafting various types of contracts such as employment contracts.
    - Drafting different type of cases to be submitted to court.
    - Prepare materials for the court hearings.
    - Handled a couple of Private Notary process.
- **ALAJOOZ & Associates Law firm:**
  - Intern – July 2018 to September 2018.
    - Preparing and reviewing legal documents ahead of a court hearing.
    - Comprehensive research on cases.
    - Maintain Client Relationships
    - Prepare Reports
- **Aluminum Bahrain (ALBA) Audit Department:**
  - Summer intern – July 2016 to August 2016.
    - Examining reports and documents.
    - Analyzing operating information.

## **Licenses, Courses & Certificates**

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- **Trainee Lawyer Licenses:**
  - October 2019 – Ministry of Justice and Islamic Affairs
- **Arbitrators Training and Preparation Program:**
  - October 2020 – GCC Commercial Arbitration Centre
- **Commercial Arbitration Conference Certificate:**
  - April 2018 – Gulf International Centre
- **Several English and Computer Courses:**
  - 2007 to 2009

## **Education**

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### **University of Bahrain**

*(September 2014 – September 2019)*

- L.L.B in Law

### **Al-Noor Secondary Girls School**

*(September 2011 – June 2014)*

- Degree in Commercial studies

## **References**

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*References are available upon request.*