

# MANSOOR AL-HASSAN

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## EXECUTIVE SUMMARY

I'm experienced legal professional, Board Secretary, with more than 8 years of hands on experience in litigation and legal advising with exposure of working in the Law firms and Commercial Companies, I'm a qualified associate member at the Sudanese bar association (SBA-SD), my goal is to utilize my legal as well as my business expertise and skills to serve the legal needs of the organization, contribute to its growth and achieving its goals through providing a continuous legal support to its activities. In addition to, minimizing the legal risks and ensuring the organization's compliance with the applicable Laws and regulations.

## CORE COMPETENCIES

Knowledge of contractual obligations, handling complex legal matters involving multiple disciplines and decision making, professional expertise and experience in Commercial & corporate law, Corporate Governance, Risk management, unique experience in international business and transactional legal work, contract negotiations.

## KEY DELIVERABLES

- Contributes towards the three-year annual strategic plans and budgets of the organization.
- Monitors organizational progress towards objectives and key performance indicator.
- Participates in transforming the organization's strategy into operational plans focusing on own functions.
- Reviews and approves departmental policies and procedures.
- Promotes and maintains business development aspects of the organization as well as establishing solid relationship with all associating organizations.
- Verifies efforts are directed towards set goal achievements as well as builds and maintains high level of employee engagement.
- Manages employees under supervision and ensure they possess the skills and knowledge required for quality works, and ensue clear goals and accountabilities are established and achieved.
- Monitors and follow-ups on specific tasks and project deliverables.
- Drafts, reviews and implements subject matter related policies, regulations, procedures and systems of operations.
- Provides guidelines and guidance to personnel on the application of procedures.
- Manage the legal department function and reduce the company use of the external legal advices.
- Provide legal counsel, assistance to the core business department as well as general business advise by making necessary recommendations on legal matters and implementing policies and procedures.
- Serve as a Board Secretary and verify that all legal requirements are met with reference to Corporate Governance.
- Advising Senior management and the Board of Directors on corporate governance issues.

## EMPLOYMENT HISTORY



مجموعة عبد الجبار الكوهجي ش.م.ب (م)  
AJM KOOHEJI GROUP B.S.C (C)

**Legal Advisor & Board Secretary**  
**Reporting Line: To Chairman of the Group**  
**June 2021- to Present**

### **Operational Responsibilities**

- Manage the legal department function and reduce the company use of the external legal advices.
- Provide legal counsel, assistance to the core business department as well as general business advise by making necessary recommendations on legal matters and implementing policies and procedures.
- Liaise and follow up with relevant departments to ensure where legal risks have been identified and appropriate actions are advised.
- Review all contracts and any other documentation where the company has committed itself and highlights legal implications to the executive management.
- Prepare, review and modifies contractual instruments to assist and support various business activities.
- Negotiate, review and draft documentation for business transactions and consults on the necessary checklist to be adopted to ensure information is submitted on time.
- Review business related documents and make recommendations thereon.
- Review ongoing cases and updates management accordingly, if any.
- Provide legal protection and risk management advice to management especially on contract management.
- Review internal policies and procedures and advise management on legal implications thereof.
- Serve as Board Secretary and verify that all legal requirements are met with reference to Corporate Governance.
- Perform legal research, logistical services and reference work as needed.



## DALAL ALZAYED LAW FIRM

Attorney of law- Legal consultancy - Arbitration

مكتب المحامية دلال الزايد

للمحاماة و الاستشارات القانونية و التحكيم

**Senior Position, Senior Legal Manager**  
**Reporting Line: To the Law Firm Owner**  
**May 2019- to NOV 2020**

### **Operational Responsibilities**

- Managing legal cases for and against the law firm clients.
- Provide expert legal advice on all legal matters to the law firm clients.
- Draft, amend and negotiate all types of agreements the law firm clients.
- Plan, manage and review individual performance and provide regular feedback, development and coaching to junior lawyers.
- Prepare management reports that include the law firm's performance, results, and developments.
- Liaise with the law firm clients for preparing and filing the cases before competent courts.
- To handle and manage the litigation work and attend hearings (if required) with the lawyers as a backup.
  
- Assess the legal risk of all potential acquisitions and acquisition structures and provide feedback on mitigates for the law firm clients.
- Advising management and the Board of Directors of the law firm's clients on corporate governance issues.
- Advising the clients on various aspects of Bahraini law.
- Represent the clients at the Bahrain Authorities such as the public prosecution, Police Stations, and Ministry of Labor, etc.
- Assist in incorporation or establishment of the legal entities by preparing and submitting all necessary documents for the registration and incorporation of a company in Bahrain.
- Organizing and convening board and general meetings of client's.
- Provide clients with a comprehensive service relating to the acquisition, registration, protection, enforcement and commercial exploitation of IP rights, both in Bahrain and internationally.
- Drafting and reviewing all kinds of real estate contracts such as: Sale, Purchase, Lease, Brokerage, and Property Management, in addition to franchise and agency contracts.
- Assist Clients HR department with regard to all employments disputes.
- Offering legal advices in regards to contracts, tenders and projects of construction and contracting.
- Debts collection for the clients.

### **PREVIOUS CAREER HISTORY**

**Legal Adviser- HUDA SAAD LAW FIRM,**  
**LAWYER – BADRAN AHMED BADRAN LAW OFFICE**

**FEB 2018-MAY 2019**  
**OCT 2015-FEB 2018**

## EDUCATIONAL AND PROFESSIONAL QUALIFICATION

The Corporate Secretary Program,  
2021

Preventative drafting of professional contracts  
2016

Contracts Translation  
2016

Arbitration of investments contracts.  
2015

Fundamental basis of Diplomatic sector  
2017

B.A in Law, faculty of Law with First Class Honours Degree, University of Neelain – Sudan).

## COMPUTER TECHNICAL SKILLS

Advanced MS Office (Excel, Outlook, Word, PowerPoint).  
Bilingual (Arabic & English language)

## PERSONAL DETAILS

**Nationality:** Sudan

**Marital status:** Married

**Driver`s License:** Bahrain (Accepted in All GCC)