

# DANA ADEL ALISA

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## PROFILE SUMMARY

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Innovative with passion, highly focused and organized, great analysis, skilled in public speaking. A strong leader who works well under pressure, seeking to start a progressive work career where I can establish in progressive organization.

## EDUCATION

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### BACHELOR IN LAW

*Applied Science University - Bahrain*

2019

### APTIS CERTIFICATE

*British council - Bahrain*

2024

## RELEVANT COURSEWORK

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practical training in the legislature and legal opinion.

Workshop on legal drafting and common mistakes (institute of judicial and legal studies)

## PROFESSIONAL EXPERIENCE

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### EBRAHIM KHALIL KANOO – *Legal Administrator*

Jan 2023 – Present

- Ran a comparison between various legal instrument such as dealerships and distribution agreements.
- Review and approve from a legal standpoint service various agreements of all corporate divisions.
- Conduct legal research.
- Prepare legal documents and file legal cases to the company external lawyers.
- Control confidential materials and documents
- Maintaining records and databases.
- Correct discrepancies in records and documents.
- Weekly review of the official gazette publications and update the respective departments of matters relevant to their departments including but not limited to laws and regulations updates
- Accounting and Billing.
- Preparing files for the Board of Directors meeting.
- Assist in day-to-day office work and provide consistent assistants for the department members, including the legal advisor and head of the department.
- Organizing managers' appointments and interviews.

### EBRAHIM KHALIL KANOO– *Receptionist.*

Sep 2021 – Dec 2022

- Prepare Monthly & weekly reports.
- Greeting clients and customers and fielding enquiries in person or by phone
- Contacting customers and Employees for car service.
- Performing other duties related to the job assigned by the supervisor.

## SKILLS

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Time management – Research – Communication – Analytical – Problem solving – Teamwork – Fast learner.

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