

YAQDHAN ALAWI

ID: 14338312

LAWYER AND LEGAL COUNSEL

CONTACT

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Bousher, Muscat, Oman

LANGUAGE

- **Arabic**
- **English**

SKILLS

- **Leadership:** Ability to direct and motivate a team towards achieving project objectives.
- **Communication:** Excellent writing and speaking skills for reporting and engaging with stakeholders.
- **Problem Solving:** Ability to creatively and effectively resolve challenges and obstacles.
- **Decision Making:** Ability to make informed decisions quickly under pressure.
- **Adaptability:** Ability to thrive in dynamic and evolving environments.
- **Time Management:** Ability to prioritize and meet tight deadlines.

PROFILE

Experienced and results-oriented lawyer with over 6 years of expertise in law, pleadings, litigation procedures, and enforcement. Known for exceptional file management skills and a proven ability to handle complex legal matters efficiently. A quick learner who stays abreast of evolving legal trends and demonstrates adaptability across diverse roles and responsibilities. Recognized for reliability, integrity, and a collaborative approach, with a strong ability to work under pressure while maintaining meticulous attention to detail. Proactive in addressing challenges, consistently meeting deadlines, and delivering successful case outcomes. Committed to maintaining the highest standards of legal practice, ensuring client satisfaction, and continuously pursuing professional development and legal excellence.

EXPERIENCE

Primary Lawyer and Legal Assistant: -

Saba Bahwan Law Firm & Legal Consultancy - Muscat, Sultanate of Oman (**November 2022 - Present**): -

- Registering cases through the digital lawyers portal, ensuring accurate documentation on time.
- Drafting comprehensive legal memoranda in commercial cases, collection cases, consumer protection cases and labor cases for Suhail Bahwan Automobiles.
- Following up and tracking the progress of judgments to ensure prompt implementation and follow-up.
- Registering executive files in the digital portal for easy management and access to cases.
- Continuously submitting electronic requests to ensure compliance with legal procedures and deadlines.
- Supervising the progress of complaints submitted to consumer protection authorities, the Public Prosecution and police stations to ensure proper follow-up and settlements.
- Reviewing and following up with the legal department of Alpha Automobiles and its subsidiaries regarding consumer protection cases and implementing judgments issued against the company, ensuring risk reduction, company compliance and reducing legal

EDUCATION

Bachelor of Law

Sultan Qaboos University -
Muscat, Sultanate of Oman
(2013 - 2017)

IELTS

Sultan Qaboos University -
Muscat, Sultanate of Oman
(August 2012)

General Education Diploma

Jaafar Al Tayyar School for Basic
Education - Yanqul, Sultanate of
Oman (2009 - 2010)

CERTIFICATIONS

Practical Training Certificate

Primary Court of Yanqul -

Yanqul, Sultanate of Oman (June
2015)

Practical Training Certificate

Notary Public - Yanqul,

Sultanate of Oman (September
2014)

losses in the courts.

- Following up on the implementation of judgments issued in cases related to individuals, including rental and eviction cases for companies operating in the real estate sector and joint stock companies (Saraya Bandar Jissah LLC) and coordinating with the legal department at Saraya Bandar Jissah and providing them with the necessary updates for all applicable files.
- Meeting with clients including Bahwan International Holding Group and providing them with all updates and developments in all cases, similar to Saraya Bandar Jissah Company and other clients of the office and its clients..
- Reviewing commercial contracts, collection contracts and employment contracts at Suhail Bahwan Automobiles Company.

Lawyer and Legal Officer:

Hussain Al Sarhani Law Firm & Legal Consultancy - Muscat, -
Qurum - Sultanate of Oman (**March 2019 - November 2022**)

- Organizing the law firm's cases effectively to ensure they are easily available and efficiently managed when needed.
- Accelerating debt collection for Bahwan International Holding Group within a short period of time through strategic and effective measures including companies and Al Fakhama Projects & Auto Services Company
- Using a proactive communication approach by clearly defining payment terms and offering flexible payment options, which reduced the need for court proceedings and saved time and resources.
- Accelerating debt recovery by implementing credit management and collection policies, including issuing invoices on time and alerting customers to the need to pay on time.
- Reviewing settlements and contracts concluded with individuals and customers and drafting them in a legal manner to ensure the rights of individuals and clients of companies affiliated with Bahwan International Holding Group
- Meeting effectively and continuously with the debt collection department in the above-mentioned companies to clarify the difficulties facing the team in collecting debts, including coordination with collection managers.
- Communicate effectively with the Human Resources Department of the Holding Group to clarify labor issues and the outcome of labor complaints.
- Follow up on labor complaints with the Ministry of Manpower previously - the Ministry of Labor (currently) and settle labor disputes that arise in this context.
- Prepare defense memoranda in all related cases filed against holding companies, including consumer protection cases and review the competent authorities to pay the financial obligations of companies regarding fines imposed by judicial rulings and

judicial orders and expedite the implementation of rulings.

- Prepare defense memoranda before all courts at various levels (primary, appeal and supreme).
- Deposit electronic memorandums with all courts and register cases of all types electronically and keep up with the decisions of the Supreme Judicial Council

Legal Researcher:

**Roya Insurance Company S.A.O.G. – Muscat, Sultanate of Oman
(May 2018 – June 2018)**

- Legal Researcher

Roya Insurance Company S.A.O.G. – Muscat, Sultanate of Oman
(May 2018 – June 2018)

- Conducting research on the fine details of legal databases and correct sources.
- Preparing detailed memoranda and monthly reports summarizing the results for the company.
- Managing multiple research projects simultaneously while ensuring accuracy and adherence to deadlines.
- Following up on the process of implementing solutions that were made against the company, including insurances, under judicial enforcement.
- Supervising the legal claims of the affected parties under the insurance contracts concluded between the parties and the company.
- Meeting with the Board of Directors to supervise the progress of legal details in all courts
- Following up with, supervising and providing legal opinions to all law firms representing the company in their respective courts
- Following up on the implementation of judgments in the enforcement department in the courts and receiving notifications to avoid any damage to the company.

Trainee Lawyer: -

Eid Al Musalmi Law Firm & Legal Consultancy – Muscat, Sultanate of Oman **(February 2018 – May 2018)**

- Conducting legal research and preparing essential case documents to support litigation.
- Assisting specialist lawyers in legal interviews with clients and communicating to ensure smooth flow of information.
- Drafting legal correspondence and pleadings accurately and clearly.
- Managing legal databases and conducting factual investigations to support case preparation.
- Skills in following up on cases, managing judgments, and effectively defending clients.
- Representing clients before the courts of first instance, submitting legal memoranda, attending legal hearings and pleadings

LEGAL MANAGEMENT SKILLS:

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- **Legal research and analysis:** - Conduct comprehensive legal research on regulations, judicial rulings, and legislation.
 - **Providing legal advice and communication:** - Providing sound legal advice and translating complex legal issues into terms that clients understand and expressing legal opinions on various issues
 - **Drafting legal documents:** Preparing contracts, pleadings, requests, and other legal documents accurately and clearly.
 - **Negotiation and settlement:** Representing clients in negotiations, settlements, and alternative dispute resolution processes.
 - **Compliance and risk management:** - Ensuring clients' compliance with legal legislation and managing potential legal risks and following up with affiliated companies to ensure their compliance with the law, including the Labor Law and its implementing regulations and the Consumer Protection Law..
 - **Case management and organization:** - Dealing with multiple clients' cases, managing deadlines, and maintaining organized legal files.
 - **Public Speaking and Advocacy:** Representing clients in court, presenting arguments, and conducting legal hearings and trials.
 - **Conflict Resolution:** Effectively handling disputes between clients, employees, or other stakeholders.
 - **Legal Dispute Management:** Effectively managing legal issues that may arise inside or outside the office.

TRAINING COURSES:

Labor Law Introductory Workshop:-

Ministry of Labor - Muscat, Sultanate of Oman (December 2024)

English Language for Law:-

World International Training Institute - Muscat, Sultanate of Oman
(January 2020 - December 2021)

This study included studying law in English for law Including many lectures related to types of contracts and office management, including many legal tests

Controlling civil and commercial disputes:-

Arab Institute for Legal Studies - Muscat, Sultanate of Oman
(November 2020)