



# Tarek Dawood

Trainee Lawyer-  
associated bar in Syria

United Arab Emirates  
Sharjah, United Arab Emirates  
tarekdaood44@gmail.com  
0554377087

My name is Tarek Dawood. I'm from Syria and currently live in united Arab emirates. I was working as a Trainee Lawyer , seeking for new work opportunity and I'm responsible for developing marketing and branding strategies while coordinating a team of 30 people. It's been pretty exciting; we've managed to grow the customer base by 50% and boost revenue by 30% over the past 12 months under my leadership.

## Key Skills



Team work



Good communication skills



Ability to work under pressure



Ability to innovate and create

## Professional Experience

### ● Trainee lawyer

*associated bar in Syria | December 2020 - May 2023*

- Work to complete the cases assigned to it.
- Going through the administrative procedures for lawsuits.
- Participate in writing new requests and defenses for each case.
- Appearance before the courts of different degrees (conciliatory - preliminary - criminal - appeal).
- Providing legal advice to clients and contributing to resolving their disputes.

### ● Accountant

*sunflower restaurant group | January 2021 - April 2022*

- Work on the "Light House" program.
- Work on the "Alameen" program.
- Monitoring the progress of legal procedures in the facility.
- Manage the Facility accounts of expenses and revenues and supervise the workers' salaries.

### ● Sales and marketing

*AL-Iman drug store | February 2018 - June 2020*

- Work on marketing medical and cosmetic products
- Coordinating with service centers located within my scope of work.
- Introducing the center products.
- Explain the benefits of the products offered by the center.

### ● Game center manger

*Gamers company | July 2016 - January 2018*

- Managing the company's financial accounts.
- Management of employees and accountants.

## Education

### ● Bachelor in law

*Tishreen university at latakia October 2014 - February 2020*

## Certifications

### ● Accounting certificate

*| April 2021*

### ● Human resources certificate

*| July 2021*

### ● English certificate B2

*| December 2020*

### ● ICDL certificate

| December 2020

● Human Bioenergy Programs

| September 2015

## Languages



Arabic



English B2