

Maen Alsalmay

Lawyer - Administrative manager

Short and engaging pitch about yourself.



maensalomy@gmail.com

00249995747016

Alsten Street, khrtom, Sudan

WORK EXPERIENCE

lawyer personal office

04/2016 – 12/2017 Homs

my own office

Achievements/Tasks

- Reslove civil , commercial and criminal cases according to Syrian law

Contact: Nazeer AbdAlghany – 00963944586654

Deputy CEO AlWalaa International Group

03/2017 – 10/2018 Cairo

Import- Export company

Achievements/Tasks

- Executive Vice President Responsible for office management and administrative staff, directly concerned with customer communication and preparing monthly and semi-annual reports to senior management
Responsible for managing import operations

Contact: Deaaa AlHamoj – 00201009832309

CERTIFICATES

Certificate of English Language level B1

Issued by The Higher Institute of Languages

EDUCATION

Law Al Ba'ath university

09/2011 – 04/2016 Homs

SKILLS

microsoft office



VOLUNTEER EXPERIENCE

Legal Assistant Association for the care of prisoners

01/2015 – 10/2016 Homs

A charitable non-governmental charitable association concerned with the care of prisoners and their families

Tasks/Achievements

- Volunteer in the Association for the Care of Prisoners in Homs and Director of awareness programs on the seriousness of the crime against society and the dissemination of legal awareness in it

Contact: Nazeer Abd Al Ghany – 009630944586654

Active member of a political party ALAAhad Al Watny political party

01/2016 – Present Syria- Homs

political party

Tasks/Achievements

- Political party in Syria

Contact: Lwayer Alaa Al Horani – 00963934527195

LANGUAGES

Arabic

English

French

SUPPORTED CAUSES

The refugee issue

Arbitrary detention

Political issues

INTERESTS

Technology

photography

Reading