



TITLE

LEGAL EXPERT, PRIVATE
LECTURER IN LAW AND
CERTIFIED TRAINER

CONTACT



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Doha, Qatar



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SKILLS

- Legal Research and Writing
- Contract Drafting and Negotiation
- Regulatory Compliance and Risk Management
- Litigation and Arbitration
- Time management
- Decision making
- Case analysis
- Critical thinking
- Legal strategy
- Confidentiality maintenance
- Case preparation
- Strategic thinking
- Analytical thinking
- Calm under pressure
- Legal analysis
- Effective communication
- Microsoft Office Programs
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Dr. Arafat Elmoungy

PROFESSIONAL SUMMARY

Accomplished legal professional with extensive expertise in legal research and writing, contract drafting and negotiation, and regulatory compliance and risk management. Proven track record in litigation and arbitration, with a strong ability to develop effective legal strategies and maintain client confidentiality, demonstrating exceptional skills in time-management, decision making, case analysis, and critical-thinking. Proficient in Microsoft Office programs, with a calm demeanor under pressure and excellent analytical-thinking capabilities. Career goal: to leverage comprehensive legal knowledge to contribute to a dynamic legal team focused on innovative solutions.

WORK HISTORY

Legal Expert

03/2017 - Present

State Audit Bureau - Doha, Qatar

Job Responsibilities

General Description:

Providing the legal expertise required for the organization's operations by offering opinions and interpreting legal texts, as well as presenting professional ideas and strategic advice in all aspects and tasks related to legal affairs.

Area of Expertise:

Experience in the field of law and providing consultations on matters related to legal affairs, such as legislative amendments, drafting legal texts, preparing proposals issued by the organization regarding the amendment of legal texts, reviewing legal documents, and providing legal consultations.

Job Duties:

1. Preparing legal opinions on the applicable administrative and financial systems, procedures, regulations, and laws, and proposing any necessary amendments in the interest of the organization's operations.
2. Providing legal consultations on various referred matters.
3. Interpreting legal texts presented and providing opinions on them.
4. Monitoring legal matters related to the activities of the entity/organization or those affecting its operations and the affairs of its employees and proposing appropriate recommendations.
5. Drafting laws, regulations, decisions, and circulars governing the organization's operations, as well as preparing relevant correspondence.
6. Preparing draft contracts, agreements, and memoranda of understanding related to the responsibilities and activities of the organization.
7. Reviewing contracts, agreements, and memoranda of understanding that are referred to, and providing legal opinions on them.
8. Drafting briefing notes for higher authorities regarding

LANGUAGES

Arabic: Native

English: Intermediate

French: Elementary

German: Elementary

referred matters.

9. Following up on lawsuits and legal disputes in which the organization is a party before the relevant authorities.
10. Providing legal opinions on the most appropriate actions to be taken in the event of a dispute with a third party, such as issuing warnings, settlements, arbitration, or resorting to courts, and determining the competent legal authority to consider and resolve the dispute.
11. Participation in conducting investigations across various disciplinary bodies.
12. Experience in tender and auction procedures, and an observer member in several tender and auction committees.
13. Reviewing investigations conducted, as well as opinion notes regarding them, and presenting them to the competent authority.
14. Preparing necessary memoranda regarding decisions issued by the competent disciplinary body for holding violators accountable.
15. Preparing legal memoranda and submitting them to the relevant parties regarding legal opinions on the possibility of appealing disciplinary decisions issued by disciplinary bodies.
16. Proposing necessary procedures and means to improve and develop work processes.

- **Certified Trainer at the Training and Development Center of the State Audit Bureau**

Private Lecturer in Law (Member of the Education Authority) 10/2010 -
Current

Justice Academy - Cairo, Egypt

- Design and deliver customized lesson plans tailored to individual student needs
- Provide guidance and support for exam preparation and assignments
- Conduct progress assessments and collaborate with educators to develop innovative teaching methods

Lawyer

10/1998 - Present

Law Firm - Alexandria, Egypt

- Represented clients in court hearings, negotiations, and mediations
- Drafted and reviewed legal documents, including contracts and pleadings
- Conducted legal research to support case strategy and decision-making

Legal Advisor and Lecturer in Law

02/2016 - 02/2017

Roqi Training Center - Doha, Qatar

- Advised on complex corporate law matters and conducted research on current legal issues
- Delivered lectures on contract law and business ethics
- Mentored law students in legal writing and critical thinking

Legal Affairs Manager

08/2008 - 01/2016

Boom Construction Co. - Doha, Qatar

- Drafted and reviewed legal documents, including contracts, agreements, and policies
- Managed litigation matters and coordinates with external legal counsel

- Conducted training sessions on legal topics for staff

Legal Advisor

01/2008 – 06/2008

Al Huda Engineering Works Co. – Doha, Qatar

- Drafted and reviewed legal documents, ensuring compliance with regulations
- Provided legal guidance on contract negotiations and disputes
- Represented clients in arbitration hearings and negotiated settlements

Legal Advisor

11/2005 – 11/2007

Piling Tech Co. – Doha, Qatar

- Drafted and reviewed contracts, agreements, and compliance manuals
- Conducted legal research to mitigate risks and support decision-making

Legal Advisor

11/2003 – 05/2005

New Cleaning Est. – Abu Dhabi, UAE

- Drafted and reviewed legal documents, ensuring compliance
- Represented clients in court proceedings and negotiations

EDUCATION

Ph.D.: Sharia and Law, 01/2013 – 01/2016

Grade A.

Omdurman Islamic University – Sudan**LL.M.:** Sharia and Law, 01/2010 – 01/2013

Grade A.

Omdurman Islamic University – Sudan**Studied PGDip. Civil and Commercial Procedures Law**, Very Good grade (B+), GPA (3.33), 2023**Alexandria University** – Alexandria, Egypt**LL.M.:** Public Law, 01/2023 – Current**Alexandria University** – Alexandria, Egypt**LL.M.:** International Commercial Law, 01/2022 – Current**Aberdeen University** – Qatar**LL.B.**, 01/1994 – 01/1998**Alexandria University** – Alexandria, Egypt

PUBLICATIONS

“Arbitration in Documentary Credit Disputes in Jurisprudence and Comparative Law, 2017”