

Rekar Mohamad Sami Jalyzada
RekarMJalyzada@gmail.com | +964 750 668 1111, +964 750 468 1143
Hiwa City, Zone E, House No. 154 - Erbil, Kurdistan

EXPERIENCE

Lawyer – Legal Advisor

Kurdistan BAR Association | January 2011 - Current

- Providing legal advice and guidance.
- Attending court hearings.
- Reading witness statements.
- Preparing and filing legal documents, such as lawsuits, appeals, wills, contracts, and deeds.
- Collating witness statements.
- Keeping up to date with changes in the law.
- Representing clients in trials.
- Meeting clients (individuals or businesses).
- Communicating with clients, colleagues, judges, and other involved in the case.
- Conducting research and analyzing legal problems.
- Presenting facts in writing and verbally to the clients or others, and argue on behalf of the clients.
- Interpreting laws, rulings, and regulations for individuals and businesses.
- Analyzing the probable outcome of cases, using knowledge of legal precedents.
- Advising and representing clients in courts, in front of government agencies, and in private legal matters.
- Presenting and summarizing cases to judges and juries.
- Evaluating findings and developing strategies and arguments in preparation for presentation of cases.
- Gathering evidence to formulate defense or to initiate legal actions, by such means as interviewing clients and witnessing to ascertain the facts of a case.
- Presenting evidence to defend clients or prosecute defendants in criminal or civil litigation.
- Examining legal data to determine advisability of defending or prosecuting lawsuit.
- Preparing legal briefs and opinions, and filing appeals in state and federal courts of appeal.
- Supervising legal assistants.
- Performing administrative and management functions related to the practice of law.
- Acting as agent, trustee, guardian, or executor for businesses or individuals.
- Representing evidence to defend clients or prosecute defendants in criminal or civil litigation.
- Selecting jurors, arguing motions, meeting with the judges, and questioning witnesses during the course of trial.
- Issuing residency cards for foreign citizens or employees of different companies.
- Working on social security for local and foreign employees of different companies.
- Registering companies in the government.
- Working on the companies' staff and documents in the government offices, such as, Property Tax Directorate, Directorate of the Taxation Incoming Companies, Ministry of Labor and Social Affairs, Ministry of Interior, Municipalities, and many other government agencies.

Office Manager

Erbil 2nd Notary Office - Ministry of Justice of KRG – Erbil, Kurdistan | January 2006 – December 2010

- Completed notarial certificate on all documents
- Maintained a notary journal
- Took affidavits and statutory declarations
- Handled loan documents, contracts, marriage certificates, and other legal documents
- Signed and stamped legal documents once their authenticity was verified.
- Administered oaths and took affidavits.
- Ensured that all personal information of the involved parties is correct.
- Maintained a record of all activities performed.
- Verified and recorded the identification of agreement participants

Shorsh Call Center Representative

Ministry of Transport and Communication of KRG – Erbil, Kurdistan | June 2005 – December 2005

- Traced and tracked shipments.
- Monitored freight to ensure account parameters were being met and delivered on time.
- Communicated with freight management carriers and clients.
- Proof of delivery and shipment status.
- Managed customers - both suppliers and vendors.
- Responded to customer inquiries via phone and email in a timely manner.
- Updated and entered in all information in the Transportation Management Database

EDUCATION

- Bachelor Degree (BA) – College of Law – Salahaddin University | June 2008

LANGUAGES, COMPUTER & PERSONAL SKILLS

❖ <u>LANGUAGES:</u> Kurdish: Native, Arabic: Fluent, and English: Intermediate.			
❖ <u>COMPUTER SKILLS:</u> Microsoft Office Programs: Word, Excel, PowerPoint, and Outlook.			
❖ <u>PERSONAL SKILLS</u>			
Oral Communication	Problem Solving	Decision Making	Patient
Written Communication	Time Management	Analytical Ability	Flexible
Computer Skills	Conflict Management	Multitasking	Confidence
Attention to Detail	High Energy Level	Influencing	Persuasive

ACADEMIC QUALIFICATION

Human Rights Law	Introduction to Management	Introduction to Leadership
Conflicts of Law	Preparing Leaders for a Leadership Role	Commercial and International Law