

NAJWA RIACHI

QUALIFICATIONS PROFILE

- Preparation of summons, pleadings, memorandums of lawsuits and search for jurisprudence in penal and civil matters:
(Real estate – commercial – civil – rentals – personal status – traffic accidents ...)
 - Preparation of contracts in civil articles:
(Real estate – commercial – civil – rentals – personal status).
 - Prosecution of cases before all courts and official departments.
 - Organization of files and management of accounting.
 - Conclusion of insurance contracts and contracts of borrowing at banks and prosecution of debtors for the payment of their debts.
 - Solid experience in administrative / office operations and business support.
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CAREER TRACK

Lawyer (Attorney at Law) From 07/27/1989 Till Present and registered in Beirut Bar Association under the number of registration /4444/

LAWYER

JAN. 2006 Till PRESENT

Law Firm Owner, practicing my profession with several co-counsels with me in the firm as:

- I prosecute all kinds of penal, civil and administrative lawsuits before the State Council.
- I am the attorney of several real estate companies, drafting for them all kinds of contracts and following-up their cases before courts and official departments.
- I am the attorney of several owners of buildings, drafting for them contracts of partition, by-laws of buildings, minutes of assemblies and lease contracts.

OCT. 1994 Till DEC. 2005

Manager of Lawyer Nabil Feghali law firm in Hamra Street – Beirut:

Prosecuting with several co-counsels all kinds of penal and civil cases.

Attorneys of LIBANCELL S.A.L., prosecuting all its cases before the state, the ministries, the official departments and the courts.

Legal Department Manager at Emigrant Bank – Hamra Street Branch – Beirut:

Drafting insurance contracts and borrowing contracts, supervising accounts opening contracts of all kinds, following-up the debtors to pay their debts and prosecuting the cases of the bank before the courts and official departments.

AUG. 1989 Till NOV. 1994

Manager of lawyer Jean Zehil Law Firm in Sami El Solh – Beirut:
Prosecuting all kinds of penal, civil and administrative lawsuits before the State Council,
further to drafting all kinds of contracts.

DEC. 1985 TILL AUG. 1989

Trainee at lawyer Jean Zehil Law Firm

ADMINISTRATIVE ASSISTANT, AT CHOUKAIR s.a.r.l, Beirut

AUG.1980 TILL NOV. 1985

- Demonstrated sharp business acumen in managing administrative/office functions for Manager
- Efficiently handled broad areas, from meeting/conference coordination to report production, records/information management and mail dispatch/processing; compiled and developed detailed statistical reports focused on effectively tracking work progress
- Oversaw legal matters; coordinated with Public Administration through settlement of issues
- Contributed sharp leadership skills toward assigning and overseeing staff projects as well as organizing office operations and work processes.

VOLUNTEER SERVICES

APRIL 2021 TELL PRESENT

I work as a lawyer at Evolve Lebanese Association and Evolve adult school Association.
I draft all agreements and the proposal for all minutes of assembly and help in preparing all seminars and training programs, noting that the aim of the services of these two associations is Empowering Women and Enhancing their Capabilities to obtain a productive work to provide support to their families, by guiding and training them on several professions and to raise their awareness of the phenomenon of prostitution.

ACADEMIC CREDENTIALS

BACHELOR'S DEGREE OF LAW – Lebanese University

LANGUAGES

English, French and Arabic.