**Name:** Zeina Akawi

**Nationality:** Lebanese\ Canadian: In process.

**Address in Kuwait**: Salwa – section – Street 1–– Villa 334 .

***Licenses& Memberships:***

* *Registered as A Foreign Lawyer @ Solicitors Regulation Authority/ England &Wales / U.K since 2014.*
* *Registered as A Foreign Attorney at the American Bar Association since 2014.*
* *Attorney at Law @ Lebanese Lawyer Board / since 2001.*
* *Authentic legal consultant @ Kuwait Lawyers Association/ since 2008.*
* *Arbitrator at G.C.C Commercial Arbitration Center since 2008 & Associate member at the Chartered Institute of Arbitrators/ London / U.K since 2006.*

***Education:***

* PhD (Business Law - The Legal Structure of the Islamic Financial Credits), Lebanese University\English Section, in progress
* LLM (Business Law- Compulsory insurance) Lebanese University – Faculty of Law and political science, Lebanon, 2007
* Diploma in business law, Lebanese University – Faculty of Law and political science, Lebanon, 2004
* LLB, Lebanese University – Faculty of Law and political science, Lebanon, 2001

**Professional experiences:**

## Career Objective: Applying my educational skills and practical experience as an International business law expert in the areas of banking and finance, capital markets, project finance, government projects, restructuring, mergers and acquisitions, commercial and corporate law, and international arbitration.

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*Council of Ministers \ Kuwait – Development Project of Hareer City & Boubyan Island & Mubarak Al Kabeer port “HBA”.*

*Kuwait City - Kuwait - (April 2016 - till now).*

 ***Job Title: Business law Expert – Head of legal \ Job Description.***

*-Identifying & analyzing on all legal matters including, but not limited to the Strategic Consultancy study, Outline the legal engagement model and the implementation procedures with the key stakeholders, including government, tenants, developers, and operators, local and international communities* ***“suitable implementation strategy that maximized private sector involvement”.***

*- Draft the legal context of the regulatory plan and incentives, including financial incentives, policies to facilitate business environment, target incentives to investors, communication, and PR.*

*- Provide leadership on legal and regulatory issues impacting business operations and strategies,**road experience and deep understanding of mutual fund operations, fund accounting and valuation, portfolio management, the formation and oversight of registration investment companies and collective trusts, and fund governance and compliance matters.*

*- Provide proactive legal support in a fast-paced, international environment, on a wide variety of international Agreements (PrM, DMO & PMO), including monitoring Contractor and commission compliance with the Contract documents.*

*- Managing all board and committee’s meetings, facilitate board communications \Prepares correspondence and maintains records necessary and* *exercising the*

*duties as the Secretary.*

*-Facilitates the preparation of Contract change and prepares the relevant variation orders and the contract close-out procedures to ensure that all terms and conditions of contracts have been complied with prior to final payment to consultant.*

*- Assists in the review of Contractor’s claims in accordance with the provisions of the Contract ‘s documents “Charter Agreement, Contractual Terms, Terms of Reference (TOR), Technical & Financial Proposal and ensures HBA ’s interests are protected.*

*- Ensures all warranties, bonds, insurances, guarantees, etc. are in place and maintained and updated in accordance with the Contract and follow the Clients requirements and assists the Estimation and Project Control teams in respect of contractual implications of change orders.*

*- Prepares Recommendations for Release of Retention and Bonds\ Monitoring the monthly Reports.*

*-HBA Project risk management, global anti-bribery, and corruption compliance (including third party due diligence), the development and harmonization of standard form agreements (including joint venture and teaming agreements), litigation planning and budgeting, legal matter management, data security and privacy, international contracting procedures, and authority matrix management*.

*KGL-Holding Co. (K.P.S.C ) " KGL” .*

 *Al Shuwaikh - Kuwait (March 2013-2016).*

 ***Job Title: Head of Legal \ Job Description.***

* *Follow-up on KGL Holding, Subsidiaries and Affiliate’s legal transactions and Assist in the government formalities procedures of establishing a new subsidiary or affiliate to include preparing and revising all legal documents. ensure that the company has adhered to local laws and by-laws as well as the regulations of the country.*
* *Manage all company legal matters, efficiently and that the relevant and respective stakeholders are shared and given advice and guidance and ensure that the CEO and all senior management are provided with updates and reports on a regular basis and when necessary, along with working closely with external legal office and sources.*
* *Review and provide legal advice on tender documents and contracts and ongoing cases and advice management accordingly*
* *liaise with relevant departments to ensure that where legal risks have been identified, appropriate course of action have been taken and Provide legal protection and risk management advice to management especially on contract management and tenders*
* *Provide and interpret legal information, conduct training and disseminate appropriate legal requirements to staff and Review and advise management on legal implications of internal policies and procedures*
* *Review\ Negotiate, and draft all kind of contracts\MOU , and internal policies and ensure that they are in compliance with all statutory and legal requirements and any other documentation where the company has committed itself and assess legal implication that need to be brought to the executive management’s attention and assist and support various business activities.*
* *Review progress of outstanding litigation and liaise with and manage external law firm*
* *Formulate compliance check-lists to be used for the purpose of ensuring that all information required is provided accordingly.*
* *Prepare monthly, and quarterly reports for the department to be reviewed and discussed in executive management meetings and Continuously monitor compliance with statuary obligations and advise management accordingly.*
* *Liaise with HR for employee affairs, settlements, contracts, and all legal obligations and Provide continuous leadership, supervision, training and development for various company employees ensuring effective adherence to local law and labor law.*
* *Assist in risk management based on organizational matters of concerns & Coordinate the General Assembly \Board\committee’s meetings, ensure all legal documents needed are made available and prepare & distribute the minutes of meetings and governance mavens towards safeguarding shareholders’ interest.*
* *Responsible for corporate disclosure and compliance with state corporation laws, stock exchange listing standards and CMA reporting and compliance" law no.22\2015 and the bylaw\Regulations;*
* *Monitor corporate governance developments and assist the Board in tailoring governance practices to meet the Board's needs\ investor expectations and CMA.*

***AL-HOMAIZI GROUP (K.S.C.C ) "KFG" Kuwait city – Kuwait (2010-2013)*** .

**Job Title: Senior Legal manager – Head of legal\ *Job Description*.**

* *Manage Shareholding Company (per the company law no. 25\2012 & Capital Market law no. 7\2010" Declaration, Government rules & Risk Management ", Control the transparency and the relationship between KFG & CMA and other Governmental bodies to protect shareholders interest and ensure the full compliance with the law.*
* *Select, retain and supervise outside counsel to advice on local laws where KFG is undertaking its business to ensure that the company complies with local laws and regulations in the countries where the company operates,*
* *Lead the KFG' loans & Credit facilities, submit application, answer inquiries, prepare all legal documents required for loans, mortgage companies’ assets against loans & Assisting general management, shareholders, and other sister companies as well as various steering committees on strategies and developments on business agreements.*
* *Prepare, revise and/or negotiate Real Estate Development Agree. and Conduct legal due diligence, ordering/obtaining, and reviewing all title documents, environmental reports\review, and in-place leases. Prepare title review, and lease review memoranda advising on development or other issues discovered and Obtain 3rd-party consent.*

*Manages escrows for purchase transactions and Responsible for closing purchase transactions and Prepare all related-party leases\e amendments or renewals.*

* *Structure and set up private equity funds in Kuwait, Iraq, Qatar, UK & UAE & Provide legal support for the local/off-shore subsidiaries operations.*
* *Registration of trademarks & logo in Kuwait & overseas & drafting the necessary opposition.*

***First Kuwaiti for General Trading & construction:***

**Shark\_ Kuwait /"FKT*" (2006-2010).***

**Job Title: Head of Legal-Contracts Manager \ *Job Description.***

* Top of Form
* Developing legal counsels to become governance mavens towards safeguarding owners’ interest.
* Creating transparent delay analysis and claims management frameworks to ensure a solution where everyone benefits.
* Positioning FKT to take on bigger construction responsibilities by successfully managing expectations of all parties.
* Aligning construction goals and objectives to better control difficult situations that could potentially cause delays.
* Adapting to complex market changes by mitigating potential and emerging risks and avoid unnecessary financial losses.
* Discussing various ADR methods to speed up dispute settlement processes in a cost effective and amicable manner.
* Drafting & preparing all supported documents to the international commercial arbitration (FKT – US. army).
* Prepare, revise and/or negotiate contracts/subcontracts of varying types, DC agreement and Mergers & Acquisitions, Joint Venture to ensure that the corporate activities are in line with the applicable laws.
* Prepare the insurance claims, Business Insurance Planning Worksheet, Review for health and Disability Insurance & all property insurance policies\DBA.
* Structure and set up private equity funds in Kuwait, Iraq, Qatar, Saudi Arabia, Africa & UAE & Provide legal support for the local/off-shore subsidiaries operations.

***ISSAM YOUNESS LAW FIRM & ARBITRATION***

***Beirut*  – Lebanon *( 2001-2006) [[1]](#footnote-1) .***

***Job* Title: Attorney at law\ *Job Description.***

Representing our clients & advising them on their legal situation is all in a day’s work. From individual cases to whole companies, from court proceedings to small disputes behind closed doors & act in our client's best interest.

Not just stuck in a courtroom, working on criminal or civil lawsuits, & a variety of jobs crop up; daily tasks depend on our client’s needs and whether we’re specialized in a particular area of law, but could be doing some or all of the following:

* Attending court hearings (and doing the preparation beforehand)
* [Drawing up contracts and other legal documents](http://www.totaljobs.com/careers-advice/job-profile/legal-jobs/legal-secretary-job-description)
* Negotiating (not all cases will end up in court)
* Explaining the law and giving general legal advice
* Settling disputes and supervising any agreements
* Researching and gathering evidence
* Analyzing legal documents
* Supervising legal assistant.

Our clients are "APEC (Arabian Petroleum Company) ", "GEFCO (General Fuel Company) ", and "Lebanon – France Bank", Tripoli Oil refinery– Lebanon …

***Professional courses and seminars****:*

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| *2013**2011* | Professor lecturer at the training courses organized by the Arab Planning Institute entitled "promotional capacity development to attracting & developing exports & investment " on 17-21 February 2013which is submitted to the Excellency Commercial Representation members @ Ministry of Industry and Foreign Trade in the ARE.I am pleased to provide a lecture " harmful practices of global trade & Mechanism of governing (Dumping) " at the headquarters of the Arab Planning Institute in Kuwait.Member at French institute for Islamic finance / Paris /FRANCE on February 2011. |
|  *2009* | Participate at the Kuwaiti engineers Bar seminar entitled "the arbitration contracts & the FIDEC" on April 2009. |
| *2008* | Associate *at The Kuwaiti conference of the Ministry of Justice "the role of arbitration in investment promotion ", March 24-25/2008* |
| *2007:* | Participate at LAWYER BAR TRIPOLI- LEBANON SEMINER entitled " The status of foreign law in Kuwaiti & Lebanese court" on January 2007. |
|  *2005- 2007*: | Member at the Committee of Modernization laws of lawyer Bar in Tripoli – Lebanon 2005/2007. |
|  *2005:* | Attestation in professional formation in Arbitration management At Saint Etienne Montbrison Arbitration Centre, located in the Chamber of Commerce Saint-Etienne Montbrison from march to July 2005. |
| *2001-2002:* |  Preparatory Session in INSTITUTION JURISDICTION entitled "The role of the judge in the application of legal texts" from December 2001 to April 2002.  |
| *2000:* | Participate at The Lebanese Ministry of Justice conferences entitled "Justice and keep abreast of modern developments" from April 2000. |
| *1999*: | Participate at the Lebanese University – Faculty of Law and political science conference Section III (Tripoli) entitled "The role of Arab lawyers in the protection of constitutional rights and legal" on 0ctober 1999. |
| *1998-1999:*   | Attestation in French language at *the* French agency for education and research from October 1998 to February 1999. |

***Research and studies published:***

* Study published in al Seyassah Kuwaiti newspaper entitled “ Dumping Study “ on 8-9-19 Mai 2013.

<http://www.al-seyassah.com/Portals/0/pdf/13/May/08/20.pdf>

<http://www.al-seyassah.com/Portals/0/pdf/13/May/09/18.pdf>

<http://www.al-seyassah.com/Portals/0/pdf/13/May/10/22.pdf>

* Study submitted to Lebanese University library entitled "development of Islamic Financial Products" on December 2010.
* Study published in al Seyassah Kuwaiti newspaper entitled "Kuwait and the qualifications of the elements on the international conventions relating to international arbitration on 24 March 2008.
* Study published in al Seyassah Kuwaiti newspaper entitled "Kuwait needs to legislation governing the contracts to protect the rights and Franchise on 20 April 2008.
* Study submitted to the Chamber of Commerce and Industry of Kuwait on the procedures for the transfer of the Center for Commercial Arbitration in the room to the status of an international commercial arbitration on March 2007.
* Study published in lawyer newspaper of LAWYER BAR TRIPOLI- LEBANON entitled" Recruitment’s foreign company at the state of Kuwait" on January 2007.
* Study published in lawyer newspaper of LAWYER BAR TRIPOLI- LEBANON entitled" Working hours & the penalty for violations of Comparative Law" on February 2007 .
* Study published in Al Seyassah Kuwaiti newspaper entitled "Kuwait qualified as a beacon of international commercial arbitration in the G.C.C" ON 15 December 2007.
* Study submitted to Lebanese University library entitled "Obligation Assurance of automobiles" on December 2006.
* Study published in C.C.I OF Tripoli newspaper entitled "Over the flow of legislation to develop tourism and attract tourists to the city of Tripoli" on august 2006.
* Study submitted to Lebanese University library entitled "Legal procedures for the establishment of Shareholding Company" on April 2005.
* Study published in C.C.I OF Tripoli newspaper entitled "   Proposed amendments to the regulations for the port in Tripoli" 0n January 2004.
* Study published in lawyer newspaper of LAWYER BAR TRIPOLI- LEBANON entitled "The assets of anti-double taxation" on April 2003.
* Study submitted to Lebanese University library entitled "The conditions of enforceability of the reasons for lack of commitment by the Maritime Safety Authority's decision to the Public Prosecutor" on March 1999.
* Study submitted to Lebanese University library entitled "The responsibility of the Board of Directors of Shareholding Company" on January 1999.
* Study submitted to Lebanese University library entitled "Conditions of the sea carrier's liability" on June 1998.
* Study submitted to Lebanese University library entitled "Restrictions on freedom of movement of the share in Shareholding Company "on October 1998.
* Study submitted to Lebanese University library entitled "Lease contract of Comparative Law" on February 1998.
* Study submitted to Lebanese University library entitled "Intended to prove the private economic crime" on November 1997.

 References:

* Eng. Hussein Zabin "VP –Board member @ KFG" mobile #99658957.
* Dr. Dani Daou "Head of finance @ FKT "– mobile # 94440047.
* Mr. Siraram Chandran " CFO" @ KAMKO " – mobile # 60495588
* Mrs. Saeeda Al – Rutabi "S.R"@ "KGL Holding" – mobile# 66762947.

**Languages:**

Arabic: **Mother-tongue**\French: Fluent\English: fluent

1. - Was working as a Lecturer at school of business\ Lebanese international university\Beirut – Lebanon\ Part time. [↑](#footnote-ref-1)