

Holds a Bachelor of Law and has about 16 years' experience working as Lawyer and in administration field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 08/08/1983
Gender : Female
Residence : Heliopolis, Cairo

EDUCATION

: Bachelor of Law, Ain Shams University, 2005

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet

CHRONOLOGICAL EXPERIENCE RECORD

Job title : Free Lawyer

Dates : From May 2021 till now

Job Description : Coordinator of the HIV awareness project for imprisoned and released women and the provision of sustainable services to them, implemented in the governorates (Cairo - Alexandria):

- Implementation of the tasks and activities of the project and achieving and supervising the project objectives.
- Writing reports, setting executive plans, technical and financial plans, and work tasks.
- Follow-up of work progress during the weekly meetings of the work team and the distribution of work tasks.
- Preparation, preparation and follow-up of project activities.
- Providing technical support to the work team and managing the differences between them.
- Follow up on how to document and save project files.
- Monitor and evaluate project activities.
- Building partnerships with institutions and NGOs working on the same

category or providing services to them.

- Organizing periodic meetings with business partners to follow up and evaluate work progress and improve performance.
- Visits, follow-up and evaluation of the project in Alexandria Governorate.
- Develop a plan for sustainability after the end of the project activities.

Dates : From 2018 till now

Job Description : Data entry official for the project to establish an economic empowerment model for marginalized women at Al-Shahab Foundation for Comprehensive Development and Development:

- Prepare and organize data, prepare full data backups, organize and manage data and analyze data.
- Modify the entered data periodically according to the updates and ensure the accuracy of the data and information.
- Updating data and information on a timely basis and ensuring that there are no errors in the entered data.
- Recording, saving and transferring data in various storage methods, whether paper or on a laptop.
- Preparing work statements, whether attendance or exchanges.
- Ensure the provision of easy and fast ways to query and access data.
- Print the periodic reports required for work.
- Reviewing data and information from time to time

Dates : From 2014 till 2017

Job Description : Coordinator of the Safe Cities Free from Violence against Women and Girls project at Al-Shahab Foundation for Comprehensive Development and Development in cooperation with CARE:

- Implementation of the tasks and activities of the project and achieving and supervising the project objectives.
- Writing reports, setting executive plans, technical and financial plans, and work tasks.
- Follow-up of work progress during the weekly meetings of the work team and the distribution of work tasks.
- Preparation, preparation and follow-up of project activities.
- Providing technical support to the work team and managing the differences between them.
- Follow up on how to document and save project files.
- Monitor and evaluate project activities.
- Manage the volunteer unit, follow up the unit's activities, achieve its goals, and emphasize the importance of teamwork and servant leadership.
- Managing the community committee, providing it with technical support, and following up on it in carrying out the tasks entrusted to it in accordance with the achievement of the project's objectives.
- Networking with associations working in the field of violence against women in order to build a conflict and the efficiency of referral for cases of survivors of violence to provide them with integrated services.

Dates : From 2014 till 2016
Job Description : Coordinator of the project to defend the rights of domestic workers at Al-Shehab Foundation for Development and Comprehensive Development:

- Executing the tasks and activities of the project and achieving its objectives.
- Writing reports and developing operational plans and work tasks.
- Follow up the workflow during the weekly meetings of the work team and distribute work tasks.
- Preparation, preparation and follow-up of project activities.

Dates : From 2011 till 2013
Job Description : Project Director of Legal Support Offices at the Republic Level at the Egyptian Women's Issues Foundation:

- Supervising and following up the work and activities of the offices.
- Organizing trainings and refresher meetings for office workers.
- Organizing regular meetings for office workers.
- Forming a network of mutual legal agencies between support offices to coordinate in geographically overlapping cases.
- Supervising the issuance of periodic newsletters for the offices.
- Receiving periodic reports from offices and preparing the general report (monthly - quarterly - semi-annual - final report).
- Develop future development plans for the performance and work of the support offices.
- Supervising the transfer of cases at the internal and external levels.
- Organizing meetings and trainings between arbitrators, mediators and lawyers in support offices.
- Develop cooperation protocols between partner associations.
- Conducting field visits to partner associations and evaluating them.
- Establishing a unified method for the preservation and documentation of the project (making a file for each case or beneficiary, attached with its forms in terms of data).
- Develop unified mechanisms for communication and communication between support offices through (emails - telephone - monthly reports in terms of needs or recommendations).
- Making monthly executive and financial plans for the support offices.
- Follow up on cases and what happened with lawyers in support offices and provide them with financial support.
- Supervising the unification of the lawsuit papers for the support offices.

Dates : From 2009 till 2011
Job Description : Responsible for the Legal Support Unit of the project to reduce violence against women at Al-Shehab Foundation:

- Receiving complaints and providing legal advice for each case.
- File a lawsuit before the competent courts.
- Writing petitions for each case.
- Immediately move to provide appropriate support to battered women in front of prosecutors or police stations.
- Preparing monthly periodic reports on the unit with what has been done and submitting them to the project manager.
- Make a monthly plan for the support unit.

- Preparing training materials and manuals.
- Legal awareness.
- Conducting legal awareness seminars and receiving and responding to personal status inquiries.
- Receiving and following up on cases through the designated phone.
- Maintaining and documenting lawsuit files.

Voluntary experiences:

- Volunteer Lawyer for the National Council for Women from 2013 until now.
- Member of a higher authority in the Egyptian Social Democratic Party and the Secretary of women in Cairo Governorate.
- Member of the Economic Empowerment Committee of the National Council of Women to date.
- A visit to the United States of America affiliated with the US State Department in cooperation with the American Embassy on the ivlp International Visitors Leadership Program on Human Trafficking Issues 2019.
- Two visits to exchange experiences in Denmark on political participation in cooperation with the Danish Institute and the Egyptian Democratic Party in 2015 and 2016.
- A visit to Italy as part of a joint cooperation on the protection of domestic workers in the framework of exchanging experiences through the Al-Shehab Foundation for Comprehensive Development 2014.
- Training course on Denmark's parliamentary elections, how to prepare campaigns, participate in attending the 2015 Danish Parliament elections, participate in election campaigns, publicize the candidate, attend the voting process and announce results in cooperation with the Danish Institute DUF - Dansk Ungdoms Faellesrad.
- Visit to exchange experiences and networking with Egyptian and Iranian civil society organizations in partnership with the Egyptian Ministry of Foreign Affairs in Iran 2011.
- Visiting Jordan within the framework of legal protection for domestic workers and building an alliance at the regional level through the Jordanian Women's Union Organization in partnership with the Foundation for Women Issues (cwla) 2009.

The Exercises:

- Training course on discriminatory laws for women.
- A training course on community campaigns "door knocking campaigns" with CARE
- Workshops on child protection policies and a guide to facilitating work with children.
- A training course on how to build volunteering units and an integrated work team in cooperation with Aspire.
- A training course on how to tackle child sexual harassment in cooperation with the safe team.
- Training course on development through sports in cooperation with Aspire.
- The role of a course on child protection policies.

- A gender training course.
- Training course in communication, communication and forms of violence against women in the project against violence against women.
- A training course to do social determinants of health.
- A training course on how to provide legal support to victims of human trafficking
- Training course on the Anti-Human Trafficking Law No. 64 of 2010.
- A training course on telling and listening to women victims of human trafficking.
- Participate in training to enhance communication between civil society and parliament.
- Training course in the International Bill of Human Rights.
- Training course in listening to the Violence against Women project.
- Training course on electoral awareness, election campaigns and how to manage elected committees.
- Training course on juvenile justice.
- Training course on the public budget.
- A training course on strategic planning.
- A training course on advocacy, lobbying, and how to organize grassroots.
- A training course on corruption in localities and municipal councils.
- Training course on empowering women to vote (political message - slogan - election campaigns - mass communication and working with the media).
- How to form local councils and conduct their electoral process, and how to plan a budget.
- Training course on the importance of mental health and referral methods with MDM.
- A training course in providing psychological support for the displaced and crisis management.
- Training course on the 12-step addiction program.
- Course on building networks and alliances between associations.
- Addictive training package with freedom.
- A workshop on developing and managing elected entities and volunteers.
- Training of trainers in the field of sports - volunteering - team management.
- Training course with the United Nations on results management.
- A training course on the successful business model.
- Training course on Economic Empowerment Learning Circles in cooperation with Drosos Foundation 2020.
- A training course on financial awareness in cooperation with the International Labor Organization, May 2021.
- Building the capacities of civil society organizations on how to deal with released women and provide sustainable medical services in cooperation with the United Nations Office on Crime and Drugs UNODA, Jul. 2021.
- Participation in workshops for awareness-raising sessions on human trafficking issues with the Women's Issues Center.

Skills:

- The ability to build partnerships and alliances, whether with governmental or non-governmental organizations.
- Documenting cases of violence against women and analyzing the results.
- Receiving infected cases and managing them by Case Management.
- Experience with laws related to women's rights, especially personal status laws, and the ability to provide legal advice.
- Mechanisms for activating community participation and building the capacities of the assembled leaders.
- Organization of tasks, speed and accuracy in their completion, follow-up and monitoring of challenges and work on how to solve them.
- Writing reports (quantitative - qualitative) and developing executive plans, financial plans and work tasks.
- Forms and forms to organize the work.
- Teamwork, team building, communication and how to manage differences.
- Work under pressure.
- Carry out project evaluation.
- Conducting field and theoretical studies and research.
- Preparing training manuals for gender and gender.
- Identification of needs and priorities within the framework of available resources.
- Conducting awareness training and seminars.