ANAN M. OMER

PARALEGAL

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SUMMARY

Highly motivated and professional Administrative Specialist - Legal Coordinator with over 8 years of experience providing high-level support to senior executives. Proficient in managing calendars, organizing meetings and events, handling confidential documents, and communicating with internal and external stakeholders. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

PROFESSIONAL SKILLS

Excellent communication & interoersonal skills
Professional appearance & demeanor Familiarity
DMS

TECHNICAL SKILLS

Qiwa platform - Essar platform - Muqeem platform - Microsoft outlook - Microsoft office - Prezi- Excel - Canva .

PROFESSIONAL EXPERIENCE

Senior Paralegal, Obaid Al Obaid Law Firm — Sep 2024 - Present

- Provide comprehensive administrative support to senior management or executives
- Manage executive calendars, appointments, meetings, and travel arrangements
- Prepare, review, and edit correspondence, reports, presentations, and meeting minutes
- Handle confidential and sensitive information with discretion and professionalism
- Coordinate meetings, prepare agendas, and follow up on action items
- Preparing price quotes .
- Working on the saudi business center platform (Company liquidation - Amendment of AOA- Alignment of AOA - Annual confirmation).
- Preparing work regulations on Qiwa platform.
- Administrative Business Development.
- Searching for business opportunities through the Etimad platform

Paralegal , A.M.A Law Firm — Jun 2017 - Jun 2024

- Managing the schedules and calendars of the CEO and supporting departments
- Prepare and collate meeting materials, track action points, and ensure timely follow-up.
- Maintain accurate electronic and physical filing systems in compliance with records management procedures.
- Handle confidential information and documents with discretion and maintain their
- proper organization Training trainee lawyers on all judicial systems and how to work on them.
- Assist with client onboarding, engagement letters, billing processes, WIP reviews, and coordination of invoices and disbursements.
- Draft professional correspondence, presentations, and reports, ensuring accuracy and attention to detail.

EDUCATION

Bachelor's - Computer systems and networks
Sudan University of Science and Technology

Computer technical skills course
Cambridge University

ADDITIONAL INFORMATION

- Certified Arbitration Committee Secretary
- Member of the Saudi Council of Engineers - Membership No. (848004)