OSAMA SADEK ASSAF

Legal Researcher

Dubai, UAE

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WEBSITES AND SOCIAL LINKS

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SUMMARY

Dedicated Legal Researcher and Judgment Enforcement Officer with strong expertise in legal research, judicial execution, and enforcement procedures. Committed to delivering accurate legal analysis, ensuring compliance with legal frameworks, and achieving fair and effective enforcement outcomes

EXPERIENCE

✤ Legal researcher Enforcement Specialist, Amira Saqer Advocates & Legal Consultants ..... Apr 2025

Dubai, UAE

- Expertly analyzed legal documents to ensure compliance and accuracy.
- Streamlined enforcement processes, boosting efficiency by 30%.
- Conducted thorough research to support litigation and regulatory actions.
- Collaborated with legal teams to develop winning strategies and solutions.
- Trained staff on legal research methodologies, enhancing team skills.
- Utilized advanced databases to uncover critical case precedents.
- Successfully resolved complex legal issues, reducing potential liabilities.
- Maintained up-to-date knowledge of laws and regulations for best practices.
- Presented findings to stakeholders, influencing key decision-making.
- Achieved a 95% success rate in enforcement actions and compliance checks.

✤

LEGAL RESEARCHER AND JUDGMENT ENFORCEMENT OFFICER, Emirates for the implementation of judgments

..... Mar 2023 — Mar 2025

Sharjah, UAE

- Conducted in-depth legal research to support case strategies.
- Streamlined judgment enforcement processes, increasing efficiency by 30%.
- Developed comprehensive reports that enhanced case outcomes.
- Collaborated with attorneys to craft winning legal arguments.
- Utilized legal databases to uncover critical case precedents.
- Successfully enforced judgments, recovering over $500K for clients.
- Trained junior staff on legal research methodologies and tools.
- Maintained up-to-date knowledge of legal trends and regulations.
- Implemented innovative solutions to complex legal challenges.
- Achieved a 95% success rate in judgment enforcement cases.

LEGAL RESEARCHER, Emirates Auctions L L C — Feb 2021 — Feb 2023

Dubai, UAE

- Conducted in-depth legal research to support case strategies.
- Collaborated with attorneys to identify key legal precedents.
- Utilized advanced databases for accurate and timely information.
- Analyzed complex legal documents for clarity and relevance.
- Provided actionable insights that improved case outcomes.
- Maintained up-to-date knowledge of legal trends and changes.
- Trained junior researchers, boosting team efficiency by 20%.
- Achieved a 95% accuracy rate in legal research findings.
- Drafted comprehensive reports that enhanced case presentations.
- Streamlined research processes, reducing time spent by 30%.

LEGAL ASSISTANT, Honest Pack Company — Jan 2020 — Jan 2021

Dubai, UAE

- Streamlined case management, boosting efficiency by 30%.
- Drafted legal documents, enhancing accuracy and compliance.
- Conducted thorough research, saving attorneys 20+ hours weekly.
- Coordinated client communications, improving satisfaction ratings.
- Managed schedules, ensuring timely court filings and deadlines.
- Assisted in trial preparation, contributing to successful outcomes.
- Maintained case files, ensuring organization and accessibility.
- Utilized legal software, increasing productivity and collaboration.
- Trained new staff, fostering a knowledgeable and efficient team.

EDUCATION

South Valley University — 2013 — 2017

Bachelor of Laws (LL.B.), Law — Qena Governorate, Egypt

Relevant coursework Judicial Execution Legal Research Contract Law. Extracurricular Member of University Legal Club; participated in moot court competitions.

SKILLS

- Legal research & analysis
- Drafting legal documents
- Client consultations
- Negotiation & dispute resolution
- Compliance expertise
- Risk management strategies
- Integrative negotiation strategies
- Litigation support

LANGUAGES

- English
- Arabic

ACHIEVEMENTS

Employee of the Month October 2022 – Emirates Auctions - Al Awir Execution Court. Outstanding Enforcement Officer 2024 – Achieved the highest number of enforcement reports including over 550 reports in two years with more than 100 considered among the most important cases in Sharjah.

CERTIFICATIONS AND LICENSES

Judicial Enforcement Management Certificate – University of Sharjah, 2022. Legal Research and Case Management Training – Sharjah Court, 2023.