



Ahmed Fekri

Paralegal

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Education

- Bachelor's degree, Faculty of Law – English Department – Mansoura University (June, 2021)

Languages

- Arabic
- English

Summary Profile

Experienced and bilingual Paralegal with extensive expertise in the UAE judicial and administrative landscape. Proven track record in navigating all electronic court systems, public prosecutions, and police stations across Dubai, Abu Dhabi, and the Northern Emirates. Expert in managing the full lifecycle of legal documentation, from drafting complex Powers of Attorney (POAs) and legal notices to handling both public and private Notary Public procedures. Highly skilled in registering and following up on execution files, ensuring efficient enforcement of judgments through various judicial portals. Demonstrates exceptional organizational skills, accuracy in procedural filings, and a deep understanding of the UAE's smart litigation environment.

Fawzy is a collaborative team player with a strong focus on accuracy and detail. He brings excellent critical thinking, research, negotiation, and persuasive skills to every matter he handles.

Professional Experience

July 2024 – present: paralegal at M&Co. Legal

November 2023 – June 2024: paralegal at Yousef AL Hammadi Advocates & Legal Consultancy.

Core Responsibilities:

- Handling all smart applications via the Dubai Courts, Abu Dhabi Judicial Department (ADJD), and Federal Courts.
- Managing filings and follow-ups with Public Prosecutions and Police Stations for criminal and civil complaints.
- Drafting and notarizing all types of legal documents, including POAs, waivers, and local/judicial notices.
- Initiating execution cases, tracking attachments (banks/properties), and coordinating with court bailiffs.
- Facilitating transactions with Private and Public Notary offices for corporate and individual clients.

Focus Area and some Cases

- Successfully registered and managed dozens of execution files, securing assets through timely bank and property attachments across the UAE.
- Expert in drafting specialized Powers of Attorney and legal notices, ensuring 100% compliance with Notary Public requirements to avoid delays.
- Managed hundreds of smart petitions and requests (urgent matters, travel bans, and stay of execution) through integrated judicial portals.
- Represented firm interests at Police Stations and Prosecutions, handling bail applications, memo submissions, and obtaining official case records.
- Provided comprehensive procedural support in complex civil and commercial disputes, ensuring all deadlines for appeals and cassations are strictly met.