# Sara Al-Mansoori

LEGAL COUNSEL

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## PROFILE

Legal counsel with seven years in commercial contracts and corporate governance for companies in the UAE. Drafts and negotiates supply, services and lease agreements, advises business teams in plain language and keeps contract records in order.

## PROFESSIONAL EXPERIENCE

### Legal Counsel

*2021 to Present*

Sample Holding Company | Abu Dhabi

- Draft and negotiate about 120 commercial contracts a year, including supply, services and leases.
- Cut average contract turnaround from nine working days to five with standard templates and a clause library.
- Advise finance, procurement and HR teams and give written advice within two working days.
- Prepare board and committee papers and keep the minute book for 11 group companies.

### Associate

*2017 to 2021*

Sample Law Chambers | Dubai

- Drafted agreements and legal notices for commercial clients in retail and logistics.
- Researched company, employment and contract law and wrote short advice notes.
- Supported senior lawyers in three commercial disputes by preparing document bundles.

### Legal Assistant

*2015 to 2017*

Sample Notary and Legal Services | Abu Dhabi

- Prepared contracts, powers of attorney and translations for walk-in clients.
- Checked supporting documents and kept a clear file for every matter.
- Managed filing deadlines and reminded the lawyers three days ahead.

## EDUCATION

- LLB, Example University, Abu Dhabi, 2016
- Postgraduate Diploma in Commercial Law, Example Institute, Dubai, 2018

## CORE SKILLS

Contract drafting, Contract negotiation, Corporate governance, Commercial law, Legal research, Company secretarial, Risk review, Dispute support, Policy drafting, Arabic and English drafting

## CERTIFICATIONS

Admitted to practise in the UAE (sample)

Certificate in Corporate Governance (sample)

## LANGUAGES

Arabic (Native); English (Fluent); French (Basic)

Sample, not a real person