

SAID BIN MASOUD NAOOM AL KATHIRI

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A proven legal Adviser & legal Expert Trainer who is highly solutions orientated and motivated in legal, administrative and planning related field since more than 20 years with a strong desire to excel in the fields of modern legal and civil services and researches through the use of art-of-the state and I have strong commitment in order to develop a highly qualified staff. Along with that, I have been training different people to build a positive charter organization environment by helping personnel to become productive and successful citizens.

Academic Qualifications

- Ph.D in Law from Durham University – UK 2007
- Master degree from Exeter University- UK – 2004
- Bachelor of Law – Faculty of Law- Damascus University – Syria – 1988

Experience

- Advocate
- Assistant Professor of Public Law, Dhofar University
- Legal Adviser and legal expert
- Legal and administrative Trainer in government and private departments
- Conducted many lectures, workshops and forums at many government departments
- Conducted many lectures and participated in social events.
- Conducted lectures and workshops at the Ministry of Education and Schools
- Contributed in preparation and set up of a number of national and indigenous companies:
 1. Omani National Livestock Development Co. SAOC
 2. Manager & Chairman of Board of Directors of Al Hader Trading & Contracting Co.
 3. Ghado Ahlia Company
 4. Founder & Chairman of Board of Directors of Salalah Legal Studies & Training Center from 2008 to 2016
- Worked as legal researcher since 1991 in the different departments of Ministry of Manpower and Ministry of Social Development (formerly, Ministry of Labour & Social Affairs.) as follows:
 1. Legal disputes researcher in the department of labour welfare
 2. Recruitment department
 3. Legal researcher in the department of Social Affairs

4. Legal adviser for the Dhofar labour team comprised of officials from the Ministry of labour and Social Affairs and Royal Oman Police & Ministry of Commerce 1997.
Legal Researcher in the office of the Director General of the Ministry of Social Development up to the date of retirement in 2012

- Worked as lecturer & legal Trainer within Omani Civil Law in coordination with (Public Administration Institute) , handling lectures and legal training courses for many Ministries , and government entities.
- Awarded an international certificate as professional Trainer
- Professional legal Trainer in the field of drafting contracts, tenders, and its procedures.
- Drafting laws and regulations for many companies.

Key Achievements & Skills

- ❖ Rights & Duties of the Civil Servants
- ❖ Legal aspects of the Public service
- ❖ Drafting model for the administrative contracts
- ❖ Drafting & managing of contracts, tenders and its administrative and legal procedures.
- ❖ High Skill in managing administrative contracts
- ❖ Drafting of legal systems, regulation and administrative decisions
- ❖ Negotiation strategies and contracting
- ❖ Provisions of bidding and tenders
- ❖ Legal aspects of electronic transactions
- ❖ Procedure law
- ❖ Method of Administrative decision –making
- ❖ Complementary skills in legal affairs
- ❖ Type of Companies
- ❖ The importance and risks of social media

✚ PARTICIPATED IN A NUMBER OF LOCAL & INTERNATIONAL PROGRAMS AND CONFERENCES:

- Creative leadership: positive thinking and organizational creativity
- Administrative leadership and strategies of administrative development
- Developing of problems analysis and decision-making skills
- Strengthen the negotiation skills for the businesspersons.
- Crisis management and disaster response
- Types of leadership and its effect on labors
- Strengthen and promotion of positive work relation
- Strategic planning
- Modern aspects in development of HR managers
- Modern applied methods in managing documents, records and digital archiving of files.
- Neuro-linguistic programming (NLP) at work
- Excellence in Secretary Works and offices of managers
- Modern aspects & creativity in management of secretarial and offices works
- Modern aspects of Offices management and secretarial skills
- Electronic archiving and maintaining of documents and records
- Preparation, drafting of official correspondences and preparation of reports
- Preparation of budgeting as monitoring basis and performance appraisal
- Preparation of Government budgeting and final accounts
- The integrated program in preparation and analysis of financial statements and governmental budgets.
- Legal aspects in management
- Distinctive Skills in auditors' service
- Application of Six-sigma strategy in Purchasing and inventory management
- Six Sigma for Overall quality management
- Judicial investigation
- Distinctive skills and expertise in auditors ' service
- Modern aspects of purchase and inventory management
- Modern aspects of marketing and sales
- Skillful in handling social media concerns

- Judicial assistant works
- Provisions of Omani Administrative Judicial
- Modern strategies for the development of HR management and Personnel
- Qualification of receptionists and front-line employees
- Effectively Personnel management
- Skilful Drafting and preparation of legal regulations and administrative decisions
- Development and strengthen of problems analysis and decision-making skills

 **Participated in many conferences and Seminars**

- Participation in many programs, preparatory seminars, and events, for the Census of 2010, as Census General Supervisor.
- Gulf and weekly cultural forums
- International arbitration Conference at Salalah
- Training course in arbitration fields
- Conducted numbers of TV interviews, published articles in newspaper, and other media.
- Participated in a number of conferences and commercial forums and bringing up of investment.
- Awarded a number of appreciation certificates from schools, institutions and forums.