MOHAMED NASR EL-BENDARY NASR

Legal & Administrative Affairs Specialist | Real Estate & Digital Marketing

+966 54 228 1739 mohmed.nasr333999@gmail.com Saudi Arabia



PERSONAL DETAILS

DATE OF BIRTH
31 May 1990

NATIONALITY
Egyptian

CORE SKILLS

Legal
- Contract drafting & review
- Legal research & memoranda
- Litigation follow-up
- Legal consultations
- Real estate contracts

Administrative
- Office administration
- Official correspondence
- Personnel records
- Archiving & document control
- Government liaison

Marketing & Sales
- Real estate sales
- Social media marketing
- Content creation
- Lead generation & follow-up
- Market research

COMPUTER SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- Social media page management
- Email and online research

STRENGTHS

- Communication and negotiation
- Attention to detail
- Working under pressure
- Teamwork

PROFESSIONAL SUMMARY

Versatile professional with 9 years of experience in legal practice, administrative affairs, and real estate and digital marketing: 5 years as a practicing lawyer, 2 years in administrative affairs at a higher-education institute, and 2 years in marketing at Bavaria Group. Combines legal accuracy and organizational discipline with a client-facing mindset. Located in Saudi Arabia and available to join immediately.

PROFESSIONAL EXPERIENCE

Bavaria Group
6th of October City, Giza, Egypt

Digital Marketing Specialist — Oct 2025 – Present
- Run social media campaigns promoting the group's projects.
- Create and publish content and handle online inquiries.
- Qualify leads and follow them up with the sales team to closing.
- Track campaign results and report with improvement recommendations.

Real Estate Marketing Specialist — Oct 2024 – Sep 2025
- Marketed the group's projects and units to buyers and investors.
- Presented units, prices and payment plans; arranged site visits.
- Took clients from first contact to reservation and contract signing.
- Explained contract terms to clients using a legal background.

Higher Institute of Engineering and Technology
Borg El Arab, Alexandria, Egypt

Administrative Affairs Specialist — Jul 2022 – Jun 2024
- Managed daily administrative work and official correspondence.
- Kept staff files and records: attendance, leave and documents.
- Organized paper and electronic archives for fast retrieval.
- Prepared memos, decisions and reports for management.
- Coordinated with the institute's departments and government bodies.

Private Law Firm
Egypt

Lawyer — Apr 2017 – Mar 2022
- Drafted and reviewed sale, lease, partnership and employment contracts.
- Prepared lawsuits, defense memoranda and legal notices.
- Followed cases before the courts through to judgment and enforcement.
- Advised individual and corporate clients on legal matters.
- Handled procedures at courts, notary offices and government bodies.

EDUCATION & PROFESSIONAL MEMBERSHIP

Bachelor of Laws (LL.B.) — Faculty of Law, Zagazig University, Egypt

Egyptian Bar Association — Registered lawyer