

# Khaled Saeed Alshehri

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 Riyadh

## OBJECTIVE

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I seek to benefit from my studies in law and develop my professional skills in drafting contracts and legal consultations to work in a legal environment that gives me the opportunity to learn and contribute effectively to achieving the company's legal objectives.

## EDUCATION

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### King Saud University

Student in the College of Law and Political Science

Law major

Graduation year: expected 2025.

## EXPERIENCES

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### Makatfa Company

Worked on the Project for Developing Regulations Committees | 16 hours.

- Collaborating with the team to implement and develop the Committees for Developing Requirements project.
- Revising the requirements to align with labor market needs and regulatory changes.
- Working to enhance coordination among different sectors to achieve alignment in visions and goals.

### Bin Arafah Law Firm for Legal and Sharia Consultations

Internship | One month | 2024/07/22 - 2024/08/21.

- Drafting contracts.
- Writing lawsuit petitions and responses.
- Drafting legal consultations, studying cases, and interacting with clients.

## SKILLS

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|----------------------|-------------------------|
| ○ Problem solving.   | ○ Office programs.      |
| ○ Critical thinking. | ○ Effective leadership. |
| ○ Time management.   | ○ Reporting.            |

## COURSES

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- Course in Litigation Fundamentals | King Saud University | 12/02/2024 | 5 training hours.

## CERTIFICATES

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- Certificate of attendance in a training program | Bin Arafah Law Firm for Legal and Sharia Consultations | 2024.
- Certificate of Appreciation | Makatfa Company | 2024.
- Certificate of attendance in the Litigation Fundamentals course | King Saud University | 2024.

## VOULNTEERING

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- Nazaha Club at King Saud University | Content Committee | Organized and managed media content for initiatives.
- Cultural and Social Club at King Saud University | Organization Committee | Organized student events and activities.
- Maher Team | Participated in various community initiatives.
- University Hall Podcast | Supervised the preparation and delivery of audio content.

## LANGUAGES

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- Arabic - English.