

Haneen Alotaibi

CO-OP training

☎ 0553521959 ✉ haneenalotaibj@gmail.com 🔗 linkedin.com/in/haneen-alotaibi-b03000225 📍 Riyadh

Summary

Aspiring legal professional with a strong foundation in corporate law, seeking to leverage analytical and problem-solving skills in a dynamic legal environment. Committed to continuous learning and contributing to impactful legal projects that will prepare me for a successful career. I strive to develop a strong ethical foundation to ensure that my work is characterized by integrity and transparency.

Education

2021 Jan – present **Bachelor's degree | law, King Saud University**
Riyadh, Saudi Arabia GPA: 4.57/5 | Second Class Honors.

Professional Experience

2024 Jul – 2024 Jul **Legal intern, Noair Aldossary's office**
Riyadh, Saudi Arabia

- Drafting contracts
- Studying the case file
- Writing Legal Memoranda

Volunteering

2024 Aug – present **Member of Kiffah club**
Riyadh, Saudi Arabia

2024 Feb – present **Member of Justice club**
Riyadh, Saudi Arabia

2023 Nov – present **Member plitikal Sphere**
Riyadh, Saudi Arabia

2023 Feb – present **Member of Political Science**
Riyadh, Saudi Arabia

2024 Feb – 2024 Feb **Human Capability Initiative | Registration, Student Partnership Program**
Riyadh, Saudi Arabia

Courses

2024 Oct – 2024 Dec **Mckinesy Forward Porogram, Mickinsey & Company**

2024 Oct – 2024 Oct **Governance, Risk Management, Compliance, Bayan Academy**

2024 Feb – 2024 Feb **Trainee rights in labor law, Knowledge Horizon Training Center**
Riyadh, Saudi Arabia

2022 Feb – 2022 Feb **Rules of Professional Conduct in pleading, Prince Sultan University**
Riyadh, Saudi Arabia

Certificates

Standard Test of English proficiency (STEP)
Riyadh, Saudi Arabia, Oct 2024.

Legal program (academic guidance unit)
2024 june - 2024 July

Skills

Soft Skills

- Team-work.
- Vebal and written communication.
- Negotiation.
- Analytical skills.
- Problem-solving skills.
- Critical thinking.

Hard Skills

- Microsoft office.
- Monitoring legal developments.
- Preparation of legal documents.
- Legal writing.
- Understanding laws and regulations.
- Corporate law.
- Quick learning skills.

Languages

Arabic

English