

# MOHAMMED AL-MUJIL

📍 RIYADH, SAUDI ARABIA 📞 +966566955736

## ◦ DETAILS ◦

Riyadh  
Saudi Arabia  
+966566955736  
[almujil.mohammed@gmail.com](mailto:almujil.mohammed@gmail.com)

## ◦ SKILLS ◦

Microsoft Office  
Public speaking  
Analytical skills  
Teamwork  
Time Management  
Communication

## ◦ LINKS ◦

[LinkedIn](#)

## ◦ LANGUAGES ◦

Arabic  
English



## ABOUT ME

As a law graduate from King Saud University, I am passionate about becoming an active contributor to Saudi Arabia's Vision 2030. With a clear vision for my future, I seek to leverage my legal expertise alongside a diverse skill set gained from experiences in various fields. I continuously strive for excellence and aim to play a pivotal role in shaping a prosperous and sustainable future for my country.



## EXPERIENCES

### Human Resources Clerk at Support Directions Contracting Company, Riyadh August 2023 — Present

- Provided administrative support to the HR department by preparing contracts, organizing employee files, and scheduling trainings, improving operational efficiency. Contributed to building strong relationships with clients, suppliers, and colleagues through effective communication and managing their needs. Additionally, coordinated employee training and development programs, enhancing internal performance.

### Attendance Clerk at Abdullah Al-Nashar Trading, Riyadh March 2022 — August 2024

- Worked as a Timekeeper responsible for recording and tracking employee attendance, including calculating hours worked, tardiness, and leave. Prepared regular reports to ensure the accuracy of attendance records and compliance with attendance policies. Additionally, I was part of the HR team, contributing to coordination with the payroll department to ensure accurate salary processing.



## EDUCATION

### Bachelor of Law - LLB, Law, King Saud University September 2019 — June 2024 Grade : Very Good



## TRAINING COURSES

### General English course - Kaplan, Edinburgh 2024

- Completed an intensive 120-hour course in General English aimed at expanding vocabulary, improving pronunciation, and achieving fluency in the language.

### Legal Contract Drafting, Riyadh 2024

- Acquired expertise in preparing and drafting legal documents that clarify and outline the rights and obligations between individuals or contracting companies.

### Legal Personality Development, Riyadh 2024

- Developed the ability to acquire rights and assume legal obligations in general.

### The New Companies Law, Riyadh 2023

- Learned about company formation, structure, and the rights of both profit and non-profit organizations under the new companies law.



**Jurisdiction, Riyadh**

2023

- Gained knowledge about the authority of courts or judicial bodies to review cases and take necessary actions accordingly.



**INTERESTS**



**Business Strategy and Development**

**Cost control**

**Project management**

**Sustainability**

**Historical Preservation**