

Alhanouf.Alzouman

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SUMMARY

Detail-oriented law graduate with experience in research, contract drafting fundamentals, and problem-solving. Collaborative team player dedicated to achieving optimal results.

EDUCATION

King Saud University

Bachelor of Law and Political science

GPA: 4.68/5 With second Honors

VOLUNTEERING CONTRIBUTIONS

Volunteer at a conference – King Saud.

Month3 2023 – Month2 2023

Position Title

- 35 hours
- Communication and Outreach: Engaged with guest speakers, attendees, and to ensure clear communication and effective collaboration, and Time Management and Organization: Balanced multiple responsibilities, meeting deadlines and ensuring every aspect of the event was well-organized and professionally executed.

COURSES & WORKSHOPS

- Contract Drafting, 2024, Technical and Vocational Training Corporation
- Microsoft Excel Essentials, 2024, Provider: Edraak

SKILLS

Contract Drafting | Research | Problem Solving | analyzing data using essential Excel tools

LANGUAGES

Arabic / Native

English / Intermediate

