

NOUF AL-TAMIMI

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OBJECTIVE:

Seeking to contribute to a dynamic work environment, leverage my legal knowledge, and enhance my skills while advancing towards my career goals in the legal field. I am dedicated to actively contributing to the team and achieving excellence in a competitive setting.

Work History:

Summer Internship, Lawyer Nuwair Al-Dosari's Office – (July 2024 – August 2024).

Responsibilities:

- Conducted research on various legal systems and regulations to support ongoing cases.
- Drafted legal memos and improved my professional writing skills.

Customer Service, (January 2022 – September 2022), Khidmah Al-Rabit for Information Technology - Full-time

Responsibilities:

- Provided product and service expertise to resolve customer inquiries and improve satisfaction.
- Handled customer complaints, ensuring positive outcomes through effective problem-solving.
- Reduced customer waiting times by optimizing phone call responses.

EDUCATION:

Bachelor of Law ,Princess Nourah Bint Abdulrahman University - Riyadh, Saudi Arabia

Since 2020, Current

GPA: 4.73

Volunteer Experience:

Law Club, Princess Nourah bint Abdulrahman University.

• September 2023, Current

1. Organizing social events, including welcome parties for new students.
2. Conducting cultural and artistic activities.
3. Developing personal skills.
4. Celebrating holidays and special occasions.
5. Leading charitable and volunteer initiatives.

Student Housing Club, Princess Nourah bint Abdulrahman University.

• January 2024 to May 2024.

1. Organized social events, including welcome parties for new students.
2. Conducted cultural and artistic activities.
3. Celebrated holidays and special occasions.
4. Led charitable and volunteer initiatives.

COURSES:

1. Misk Professional Preparation Program- Misk Foundation- 2024.
2. Customer Relationship Management (CRM) Program - Monsha'at Academy - 2024.
3. Digital Transformation Strategies Program - Monsha'at Academy - 2024.
4. Principles and Fundamentals of Community Work (Basic Leader) Course - Al-Fozan Academy - 2024.
5. Practitioner Qualification in Bankruptcy Procedures Course - Bankruptcy Commission - 2023.
6. Intellectual Property in Saudi Arabia Course - World Intellectual Property Organization - 2023.
7. Negotiation Skills Course as part of the Itqan Initiative - College of Law, Princess Nourah University - 2021.
8. Personal Interview Skills Course as part of the Itqan Initiative - 2021.

SKILLS:

1. Professional legal writing and documentation skills
2. Legal document preparation
3. Advanced computer proficiency (MS Office,)
4. Time management and organizational skills

LANGUAGES:

- **Arabic.** (Native)
- **English.** (Intermediate)