

NOUF SAUD ALSAHLI

Riyadh

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SUMMARY

I am an organized and diligent individual seeking a co-op internship to apply my undergraduate knowledge in legal research and case analysis. With strong communication skills and a proven ability to motivate others, I aim to contribute effectively while further developing my expertise in the legal field.

EDUCATION

Bachelor of Law Political Science
King Saud University
GPA: 4.92/5 (First Class Honors).

WORK EXPERIENCE

Legal Intern

Noir Al-Dosari Law Office
July 1, 2024- July 18, 2024
June 23, 2024- July 4, 2024

Tasks: Studying different systems, reviewing cases, learning how to draft regulations and contracts, and exploring the Najiz portal.

LEADERSHIP AND VOLUNTEER EXPERIENCE

Public Relations and Human Resources Team Member

Culture and Social Club, Faculty of Law Political Science, King Saud University.
170 hours

Tasks: Leaders Project 2023, Communication with Sponsors, coordinated events, and wrote mailing content.

Human Resources Committee Member

Law Club, Faculty of Law and Political Science, King Saud University.
127 hours.

Tasks: Managed HR tasks and mastered Google Sheets for organizing events and tracking information.

TRAINING COURSES AND WORKSHOPS

Banking operations, Basic concepts in commercial arbitration, Glimpses of commercial law, Non-Profit companies, Arbitration in sports disputes, Intellectual property strategies for technology companies.

SKILLS

Legal skills: Legal research, legal analysis, drafting and reviewing contracts.

Soft skills: Brainstorm and develop ideas, active listening feedback, problem solving, time management and organization, and presentation skills.

Languages: Fluent in Arabic and Advanced in English.

Upcoming Exams: STEP Exam November 28th, 2024.