

Summary:

I am passionate about developing my personal and professional skills and gaining practical experience to excel in the job market. Throughout my studies, I have worked on contract drafting, legal memorandum preparation, and legal system analysis. I am ambitious and proactive, with strong communication and teamwork skills. I am committed to time, a fast learner, and continuously leverage my past experiences to enhance my skills and achieve ongoing success in my career.

Education:

King Saud University | Riyadh, Saudi Arabia.

August 2020 – until now

law student, law and political science college | GPA 4.88/5

Experience:

Dhafir Al-Shahrani Law Firm.

Summer Legal Intern

July 2024

- Drafted lawsuits and reply to memorandums.
- Studied inheritance law fundamentals.
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Law Office of Lawyer Neuer Al-Dossri.

June 2024

Summer Legal Intern

- Drafted contracts and legal memoranda.
- Analyzed regulations such as Companies Law and Evidence Law, and studied case files.

High Plast Factory Co.

May 2024

Public Relations

- Respond to incoming requests for collaboration with high plast
- Coordinated sales and purchasing processes with other organizations.

Law Office of Lawyer Fatima Al Saleem.

March 2023

Legal Intern

- Drafted lawsuits and provided legal consulting.
- Litigation Fundamentals.

Projects:

Thaqif project , cultural and social club – college of law and political sciences.

April 2024

Project manager

- Communicate with speakers and coordinate their participation in the sessions.
- Prepare the project file to define goals, vision, and schedule for the sessions.
- Supervise the team and follow up on their progress.
- Identify potential risks and develop plans to address any challenges.

Extracurricular Activities:

Member of the Legal Committee in the Student Partnership Program.

July 2024– until now

- Drafted and reviewed contracts.
- Handled and complaints.
- Prepared internal regulations

Founder of organizing committee at darb - students partnership program.

August 2024– until now

- Developed operational plan and prepare reports.
- Supervised committee projects.

Member of projects team at cultural and social club – college of law and political sciences.

September 2023 – July 2024

- Refined project plans and prepared final reports.
- Monitored progress and risk management.

Member at vision 2030 club	September 2022 - July 2024
<ul style="list-style-type: none"> ○ Participated the "Waad" ceremony focusing on Saudi Arabia's Vision 2030. ○ Contributed to the "Mock-up Interviews" program with leading companies. ○ Worked on the "Meeting Week" program connecting students with the job market. 	
Head of logistical team at law club	September 2021 - July 2024
<ul style="list-style-type: none"> ○ Developed operational plan. ○ coordinated with university and partners for logistical needs. ○ Improved team performance and efficiency. 	

Volunteering:

Human capability development program, Riyadh Saudi Arabia Supervisor at Human capability initiative.	February 2024
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Ministry of Investment , Riyadh Saudi Arabia Supervisor at the Saudi-European Investment Forum.	October 2023
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Courses:

- Legislative Drafting Course,2024,mshnawi law firm.
- Estate Administrator Skills, 2024, lawyer fahad almutairi.
- Career Guidance for Law Students, 2024,lawyer wejdan alsalem.
- Law Between Generality and Specialization, 2023, qiyam law firm.
- Abhar Training Camp(Fundamentals of Litigation in Commercial Courts),2022, Digital Lawyer Company.

Skills:

Hard Skills:

- Legal drafting.
- Legal research.
- Microsoft Office (Word, PowerPoint, Outlook).
- Google Sheets, Google Docs.
- Time management.
- Presentation skills.

Soft Skills:

- Problem solving.
- Flexibility.
- Communication skills.
- Teamwork.
- Leadership.
- Active listening.

Languages: Arabic, English