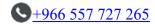
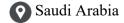
SHOAA SANAD ALOTAIBI



Shoaa.22x5@gmail.com

in **SHOAA SANAD**



SUMMARY

Law student at King Saud University with a solid foundation in legal principles and practices. Proficient in legal research, analysis, and writing, enabling effective navigation of complex legal issues. Aspiring to work as a Legal Consultant, providing sound legal advice and client support. Strong interest in contract law and compliance, with a commitment to staying updated on evolving legal standards. Dedicated to delivering optimal outcomes for future clients through expertise and continuous learning.

EDUCATION

King Saud University | Saudi Arabia

Bachelor's Degree in Laws | 2020 - 2025

GPA 4.8 out of 5.

- o Acquire comprehensive knowledge of local and international laws and regulations, including the fundamental principles of civil, criminal, commercial, and constitutional law.
- o Enhance my ability to analyze and interpret complex legal issues and formulate solutions based on a deep understanding of laws and legislation.
- o Apply legal knowledge in practical environments such as courts and legal institutions through case studies and participation in practical training.
- o Develop the ability to conduct legal research effectively and use various legal resources to formulate strong legal arguments and analyze legal texts skillfully.

OTHER

• Courses:

- o Workshop: Governance, Risk Management, and Compliance (Hour) | Bayan Academy | October 2024.
- Training Program: Legal Skills (5 Hours) | King Saud University | The Computer and Skills Development Training Center | September 2024.
- o Legal Aspects in Human Resources (18 Hours) | Azad Training Center | September 2024.
- o Legal Secretarial and Office Management (10 Hours) | Azad Training Center | September 2024.
- o Contract Drafting (10 Hours) | Azad Training Center | September 2024.
- o Judicial Jurisdiction (6 Hours) | Azad Training Center | September 2024.
- o Legal Consultation Skills (18 Hours) | Azad Training Center | September 2024.
- o Professional Legal Drafting (18 Hours) | Azad Training Center | September 2024.
- o Computer Skills in Office Work (60 Hours) | Hadaf Alalmiah Training Center.

• Technical Skills:

- o Legal Office Management.
- Contract Drafting.
- o Judicial Jurisdiction.
- o Legal Consultation Skills.
- o Professional Drafting.
- o Office Computer Skills.
- o Legal Research Techniques.
- o Case Analysis.
- o Document Preparation.
- o Regulatory Compliance.
- o Legal Writing Skills.

• Soft Skills:

- o Communication skills.
- o Time Management.
- o Problem-Solving Skills.
- o Leadership.
- o Decision-making.
- Languages: Arabic, English