

# Afyaa alshayee's Resume

2024

## Objective

My name is Afya Alshayee, a dedicated law students with strong academic knowledge in the legal field, seeking to gain practical experience across various legal disciplines through training. Committed to applying legal principles to real-world scenarios effectively and contributing to the success of a dynamic legal team.

## Education

King Saud University — Riyadh, Saudi Arabia  
Bachelor's Degree in Law and Political Science, General Law  
GPA: 4.60 (Excellent with Honors)  
[Year of Graduation]

## Experience

Khaled bin Abdullah Legal Consulting and Advocacy Firm — Riyadh, Saudi Arabia  
Legal Trainee  
May 2024 – November 2024

- Assisted in legal research and case preparation for clients.
- Drafted legal documents, including contracts and agreements.
- Supported senior lawyers in managing legal disputes and client consultations.
- Provided administrative support, ensuring efficient office operations.

## Volunteer Work

- Participated in a student partnership initiative focused on legal awareness and community outreach.
- Contributed to the King Saud University Legal Empowerment Initiative, assisting in legal literacy programs.
- Took part in the NAZAHA Initiative, working on anti-corruption and transparency efforts in collaboration with local organizations.

## Courses & Certifications

- Training in Financial Disputes with Abdulhadi Al-Subaie, Lawyer
- Training in Serving Financial Disputes with the Judicial Center
- Certification in Islamic Arbitration in Financial Disputes from the Saudi Association for Jurisprudence
- Practical Training in Commercial Arbitration with the Legal Platform

## **Skills**

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Skilled in legal drafting and research, including contract preparation and analysis
- Experienced in administrative tasks, organization, and office management
- Graphic design knowledge (Adobe Photoshop, Illustrator)
- Proficient in handling legal communication and dispute resolution through Najiz, Moen, and Taradhi systems

## **Languages**

- Arabic: Native
- English: Proficient (Fluent in both written and spoken)

## **Contact Information**

**Afya Salah Alshayie**

Trainee Lawyer

**Email:** Afya.salh.4@gmail.com

**Phone:** 0507986912