

Nawaf Alsuraya

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OBJECTIVE

My professional goal is to make the most of the knowledge and skills I have acquired in the field of law to achieve success in a dynamic work environment. I aim to join a legal team in a reputable organization, where I can apply my legal expertise and develop effective legal strategies that contribute to achieving the company's goals. Additionally, I aspire to continuously enhance my skills and knowledge in the legal field. Furthermore, I seek to build strong professional relationships and work collaboratively towards mutual success, with the aim of achieving the company's objectives and ensuring its sustainable growth.

EDUCATION

King Saud University
Bachelor of Law

Riyadh, Saudi Arabia
May 2025

WORK EXPERIENCE

Administrative Assistant at Absal Pual Contracting Company

Apr 2021 – Nov 2024

- Resolving disputes
- Providing legal awareness to employees
- Compliance and adherence
- Drafting and reviewing contracts

SKILLS

- Problem Solving
- Flexibility
- Responsibility
- Computer Skills
- Teamwork

COURSES

- Anti-corruption systems
- Conflict Resolution through Alternative Dispute Resolution Methods
- Work as a Legal Assistant for two months