

Talal Mohammed Alnajem

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Nationality: SAUDI

Birth date: 01 August 1985



Career Objective:

To adhere to the target organization's missions and visions, to develop world class elucidations to real world challenges; to take responsibilities and practice law to the best of my abilities and specialization with continued support to the team members toward the achievement of the organization's firm goals.

Work Experience:

Position : **Legal Advisor**
Employer : Legal Affairs-Corporate – KFSH&RC
Address : King Faisal Specialist Hospital and Research Centre (Gen. Org.)
Year : 11 December 2010 up to present

Duties & Responsibilities

The basic functions and responsibilities are to provide legal advices for employees' financial compensation and benefits raised by Hospital departments with a focus on labor-management relations. Reviews the legal terms and conditions of draft contracts to assure compliance with relevant Saudi law and regulations. Drafting and reviewing International Agreement with Hospital partners in Europe and Northern America in compliance with Convention signed by international parties. Represents KFSH&RC (Gen. Org) in settlement of dispute with other parties, represent KFSH&RC (Gen. Org) before the courts, Labor's Commissions, Grievance/Administrative Court and other governmental authorities such as representing the Hospital for its regulation; requirements – registering Hospital subsidiaries, filing copyright, defending malpractice claims raised by patients or their families. Managed to perform a due diligence investigation before submitting a report which focuses on matters such as contracts, compliance with law, corporate structures and governance, litigation, employment, GOSI, intellectual property, Financial and business matters. My duties is to participate in a wide range of transactions: drafting legal submissions to the courts, Labor's Commissions, Grievance/Administrative Court and other governmental authorities, reviewing and negotiating extensive contracts, members of committees, task forces, and working-groups, issuing opinion memos, being preceptor to junior staff and attending legal trainings.

Participated on Hospital committees and Task Forces such as:

- Work-Related Disability Committee
- Task Force for Creating Policies & Procedures for the Hospital. Operation with Higher Management

- Patient Service Investigation Committee
- Management of Dignity in Workplace Committee
- Final Settlement of Contract Task Force
- Investigation Task Force on Fraud Perpetuated
- Center for Autism Research Committee
- Documents Committee & Disposal- Sub- Committee
- Employee Relations Manual Committee

Achievements:

- I. Set aside a court judgment decision on the Administrative Appeal Court which save the Hospital over SR, 9,000,000.
- II. Encourage Documents Center to activate a Sub-Committee for Disposal documents according to the applicable law which minimized the number of papers and enhance the daily working for the KFSH&RC (Gen. Org).
- III. Received a several judgment decisions for the KFSH&RC (Gen. Org) on Labor & Administrative cases.
- IV. Worked closely with Legal Affairs at Ministry of Labor to identify some articles of the new amendments of the Labor law to be implemented on the exist ERM in the hospital
- V. Drafted for Research Centre a special Employment Contract and Employee Manual based on operation needs and in compliance with the Saudi Labor Law
- VI. Settled a discrepancy between the Autism Centre and one of their partner in North America, which saved unexpected expenses would be spent on the dispute.
- VII. Register the Autism Centre logo as " Trade mark" and registered other education books and materials as "Copy right" for legal protection
- VIII. Encouraged the hospital for registering the website of the hospital with Ministry of Culture & Information. The hospital was the first government entity registered and applied for this copy right and legal protection

Work Experience:

Position	:	Legal Researcher
Employer	:	Public Investment Fund, Ministry of Finance & Saudi Rail Way Co.
Address	:	Ministry of Finance
Year	:	01 August 2009 until 27 November 2010

Duties & Responsibilities

Provide a legal opinion on the cases raised by the General Secretary, BOD and PIF's Clients and partners. Preparing technical correspondence / reports as required to meet the requirements of both local and corporate reporting on defined activities, lending administrative support to the administration by handling time-consuming-task such as compiling and organizing information reports. Provide support to the members of the project teams and senior managers on legal and contractual matters on projects. Provide drafting and reviewing contracts, agreements and Memorandum of Understanding with PIF's international partners either government or private sectors. Reviewing loan agreement for long term and reviewing establishment contracts for shareholder companies owned by PIF in compliance with applicable law.

Official representative for PIF:

- Representing PIF on business meeting with International partners
- Representing PIF on reviewing and evaluating bidders for government project
- Representing PIF on legal settlement with International firms.
- Representing PIF on the meeting discussion with their partners such as World Bank, International Monetary Fund, Saudi Aramco Company and Sabic Company.

Training & Seminars Attended:

- Course of "The Law of Procedure before Shari'ah Courts" which was held on 9-19 March 2014 at Adel Training Center, Riyadh.
- "First Arab Firm About Method of Oral Pleading Before Court Conference" which was held on 11-13 February 2014 in Dubai, U.A.E.
- Course of "Government Tenders & Procurement Law ", which was held on 24-26 February 2013 at Adel Training Center, Riyadh.
- Course of "Compensation Rules", which was held on 17-19 February 2013 at Adel Training Center, Riyadh.
- Advanced Legal English Program from 01 October till 07 December 2012, in the University of California San Diego - City of San Diego- California State – United States of America.
- "Alternative Dispute Resolution", Seminar which was held on 23 April 2012 at Riyadh Chamber of Commerce & Industry.
- Representative for Public Investment Fund, in the regional work shop on "Strengthening Integrity in the Private Sectors in Arab Countries", which was held on 16-17 March 2010 at Kingdom of Bahrain.

- Participated in "Fundamentals of legal action by the observer in joint stock companies", and "The legal frame work for Investment Real Estate" workshop which was a part of the 7th meeting of legal firms in the GCC.
- Representative for Public Investment Fund, in the 7th meeting of "Legal Firms in the GCC Countries", which was held on 12-13 December 2009 at Kingdom of Bahrain
- Course of "Legal Advices", which was held on 3-4 June 2009 at College of Law & Political Science, KSU.
- Course of "The drafting of legal contracts", which was held on 25-26 March 2009 at College of Law & Political Science, KSU.
- Advance level of English language from January 2007 until May 2007, in Seattle Pacific University- City of Seattle- Washington State- United States of America.
- English language course, from December 2005 until October 2006, in ELS Institute of Language –City of San Diego- California State – United States of America.

Achievements:

a) During the academic year 2008-2009, I participated in the competition of the Research Center, College of Law & Political Science, KSU and won Second place based on my academic research with title "Legal Nature of a Bank Card".

b) I was one of the evaluator of the team for the "Haramian High Speed Railway Tender - phase 2"HHR", in Saudi Railway Organization, which was held on July 2010, Dammam, Saudi Arabia.

c) I was assigned by Public Investment Fund to review and draft proposal for Ma'aden's Governance Regulation pursuant to "Corporate Governance Regulation" issued by Capital Market Authority .

d) Reviewed and drafted several investment service agreements on behalf of Public Investment Fund.

e) I was one of the team who reviewed & drafted "The Unified Contract for Purchasing Medicines & Medical Equipment with NUPCO" under the supervision of Saudi Health Council and I was official representative of KFSH&RC (Gen. Org.).

f) Involving in certain numbers of committees & workshops at KFSH&RC (Gen. Org.) in all type of issues & cases.

Professional Certificate & Licenses:

- Eligible for "Legal Practice" license from Ministry of Justice since 2012.

- Currently, attending a course of " Professional Arbitration Certificate" expected to complete the course on April 2016
- "Certified Commercial Arbitrator" license from the GCC Commercial Arbitration Center in the Kingdom of Bahrain on April 2016

Skills:

- Excellent written and oral communication and analytical skills in English/Arabic.
- Capable to handle complex law areas rapidly and accurately.
- Ability to prepare a legal due diligence report.
- Knowledge of the laws and regulations in the KSA.
- Ability to prepare, draft and organize Contracts and Agreements.
- Ability to prepare legal opinions and reports.
- Ability to litigation before the judicial authorities in Kingdom of Saudi Arabia.
- Experience in working with international team & ex-change knowledge.
- Confident to offer pragmatic and logical judgment.
- Ability to prioritize tasks and be well organized to meet deadlines.
- High skills in computer usage.

Education:

- Bachelor degree major in Law, College of Law and Political Science, King Saud University, main campus, graduated on July 2009.