

Nationality	Saudi	Gender	Male
Date of Birth	3/3/1993	Place of Birth	Riyadh
Marital Status	Single	Address	Rabwah, Riyadh

## Professional Profile

I have seen myself as a person who tends to like practical aspects, admire accomplishment, and has analytical and persuasion skills. For these reasons I believe I will be successful in the legal and administrative businesses.

## Education

Al-Imamm Muhammed Ibn Saud Islamic University, Riyadh, Saudi Arabia

10/• 1/2016

**Bachelor of Islamic Law (Sharia): Full-Time**

Grade: Good

Al-Imamm Muhammed Ibn Saud Islamic University, Riyadh, Saudi Arabia

24/• 1/2018

**Higher Diploma in Law**

Grade: Excellent

## Professional Experience

### Trainee Lawyer

Mohammed Abdulrahman AlMoshaleh Law Office

Riyadh, Saudi Arabia

05/03/2017 – Now

Pleading before the courts, preparing legal memorandums, attending hearings, applying for execution of judgments, following-up of government departments and legal transactions.

### Arbitrators' Qualification & Development Programme – Professional Certificate

2018

Study of the Saudi arbitration system, arbitration system of the GCC Commercial Arbitration Centre (Dar Al-Karar), and number of arbitration cases. Practical knowledge in arbitration laws & its applications, and writing arbitration agreements, proceedings, and arbitral award.

### Projects Coordinator

Shapoorji Pallonji Middle East

Riyadh, Saudi Arabia

11/03/2015 – 30/01/2016

Keep tracking the company's projects and workers then reported the observations to the management. Also ensure the projects and all related processes running smoothly.

### Administrative Assistant

Aldrees Petroleum & Transport Services Company

Riyadh, Saudi Arabia

01/08/2009 – 11/03/2015

Collected and analyzed data for reports, received telephone call, scheduled appointments, and assisted in all aspects of administrative management.

## **Skills**

- Experience in the pleadings of the Shari'a courts, the Board of Grievances, the quasi-judicial committees and court hearing in the various courts.
- Experience in studying and drafting of contracts and agreements.
- Well knowledgeable of various legal issues and the renewable laws.
- Ability to manage offices and legal departments.
- Attendance of several courses in the legal field and other practical fields.
- Experience in executive management of commercial projects.
- Participation in the voluntary field, and experience in leading volunteer teams.
- Interested in communication & building relations

## **References**

References are available upon request.