

# Mahmoud Al Khateeb

## Contact Information

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## Target Job

Target Job Title: Senior Vice President, Legal Consultant, Legal Advisor  
Career Level: Executive/Director  
Target Job Location: All GCC Countries

**Career Objective:** Senior legal professional with nearly 24 years of experience across diverse roles in the organizational hierarchy catering to various legal aspects of organizations. Possess good knowledge in legal drafting, legal representation, litigation, general administration and secretarial practice. Distinguished as member of STC Code of Conduct Committee, Founding Committee of the Company (Sama), Union of Arab Lawyers, American Law Firms including trainer for legal studies and courses and eminent author for various legal publications, seeking challenging senior managerial assignments in leveraging acquired legal knowledge in catering to organizational operations.

Target Industry: Other  
Employment Type: Employee  
Employment Status: Full time  
Notice Period: 1 month or less

## Personal Information

Birth Date: 22 October 1966 (Age: 48)  
Gender: Male  
Nationality: Saudi Arabia  
Residence Country: Riyadh, Saudi Arabia  
Visa Status: Citizen  
Marital Status: Married  
Number of Dependents: 6  
Driving License Issued From: Saudi Arabia

## Experience(12 Years, 4 Months)

## Director General of Legal Affairs

at Human Resources Development Fund **Location:** Riyadh, Saudi Arabia

**Company Industry:** Human Resources

**Job Role:** Management

December 2016 – Present

## Legal Counsel to the Executive Director

at King Khaled Eye Specialist Hospital **Location:** Riyadh, Saudi Arabia

**Company Industry:** Medical/ Hospital

**Job Role:** Management

January 2016 - December 2016

## Vice President - Regulatory Affairs

at Saudi Telecom Company (STC) **Location:** Riyadh, Saudi Arabia

**Company Industry:** Telecommunications

**Job Role:** Management

June 2011 - September 2013

### Responsibilities

#### **Operations Management**

- Collaborated with external lawyers in managing litigations related to day to day operations including drafting consultations, resolutions and regulations.
- Defined and implemented guidelines for using legal operations and tools pertaining to settling disputes including parameters and processes for implementing resolutions issued by CITC.
- Participated in arbitration and contract negotiation between the organization and other operators for maintaining seamless operations.
- Generated awareness amongst employees on resolutions and recommendations of ITU.

#### **Legal Advice and Management**

- Rendered legal consultancy to the senior leadership team in managing issues related to telecommunications.
- Represented the organization in resolving disputes and litigations based on operational requirements.
- Liaised with various support teams in registering and authenticating organizational intellectual property rights.

#### **Miscellaneous Activities**

- Evaluated and prepared survey for the communication market from organizational perspective for reengineering business strategies.
- Assessed references, financials and designed economic cost models for rendering support to organizational issues.
- Guided team members in maintaining updated organizational accounting system and other operational aspects.

## Legal Consultations General Manager

at Saudi Telecom Company (STC) **Location:** Saudi Arabia

**Company Industry:** Telecommunications

**Job Role:** Management

February 2006 - June 2011

### Designation Chronology

- December 2007 - June 2011, Legal Consultations General Manager
- February 2006 - December 2007, Chairman Adviser

### Responsibilities as Legal Consultations General Manager

#### **Legal Advisory**

- Rendered legal consultancy on domestic and international investments for ensuring transparent

business and financial transactions.

- Assisted the enterprise and marketing divisions of the organization in evaluating legalities prior to finalizing critical business deals.
- Conducted legal studies on business regulations and taxation related to international investment markets.
- Evaluated and submitted organizational regulations with legal remarks to the board of directors for reengineering and aligning to market dynamics. Prepared letters and actions of the AGM and EGM.
- Followed up with various stakeholders on legal aspects of contracts for maintaining seamless operations.
- Spearheaded team efforts in implementing corporate governance system across organizational procedures.

#### **Miscellaneous Activities**

- Updated the CITC on regulatory issues and private acts of the organization.
- Drafted investment contracts and other related documents pertaining to national and international projects including infrastructure projects contracts with the industrial cities in the Kingdom and permits of Capital Market Authority and Trading.
- Participated in drafting and negotiating legal contracts with local Saudi operators, international operators including international communication contracts related to using fixed telephone, mobile and internet.
- Liaised with the Ministry of Commerce on issues related to the General Departments of Companies and other aspects basic organizational regulation.
- Built and maintained productive business relationship with international and gulf organizations like ITU.

#### **Responsibilities as Chairman Adviser**

- Rendered legal consultancy on issues related to corporate system, labour law, company authorities and company basic regulation to be referred to the CEO.
- Collaborated with various support teams on implementing CEO resolutions related to organizational investments like TOGARY and ARABSAT.
- Drafted bids and legal studies offered by the CEO for the board of directors, the internal audit committee or the executive committee.

## **Secretary General of the Board of Directors**

at AWAL Net **Location:** Saudi Arabia

**Company Industry:** Information Technology

**Job Role:** Management

December 2009 - May 2011

#### **Responsibilities**

- Collaborated with council members in preparing agenda and drafting resolutions.
- Liaised with the board of directors for finalizing on agenda for the board and preparing records of board meetings.
- Aligned board resolutions to organizational policies and the company constitution.
- Maintained regular interaction with various sub-committees of the board like the executive committee and internal audit committee pertaining to operational requirements.
- Assisted the senior management in interpreting memos, administrative decisions and other statutory regulations or amendments.
- Followed up with concerned departments and teams in effectively implementing board resolutions or management decisions.

## Legal Affairs General Manager

at AL JAWAL" Mobile" **Location:** Other

**Company Industry:** Telecommunications

**Job Role:** Management

September 2003 - May 2006

### Highlights

- Played key role in setting up the first legal department specializing in legal services related to mobile.
- Instrumental in defining guidelines manual for renting AL JAWAL towers sites.

### Responsibilities

- Prepared and presented service contracts related to SMS and MMS including contracts for renting mobile towers sites with individuals, private sector and government authorities.
- Collaborated with various support teams in implementing regulations of the governing council and sub-committees.
- Interacted with internal audit committee on remarks and resolutions with mobile phone sector.
- Defined and implemented projects contracts with the mobile sector and other government authorities.
- Spearheaded seamless implementation of corporate governance procedures and rules in the mobile sector to be incorporated in budget and pre-merger financial statements of the company.
- Implemented accounting standards related to financial aspect of contracting including organizational laws issued by CITC
- Interacted between the company and CITC in applying communication and information law.

## General Director

at Consultations Centre for the Legal Studies and Courses **Location:** Riyadh, Saudi Arabia

**Company Industry:** Legal

**Job Role:** Management

June 2002 - August 2003

### Highlights

- Distinguished for setting up the first training centre on legal level of Saudi Arabia.
- Authorized trainer of Chamber of Commerce and Industry in Riyadh to conduct classes on Diploma of Science and Legal Proceedings).

### Responsibilities

- Coordinated activities related to designing training materials and curriculums related to legal training courses with academic lecturers
- Set up strategic partnership with the Chamber of Commerce in Riyadh in preparing a Diploma in the Legal Procedures to be trained in the private sector.
- Involved in drafting and auditing legal terms and conditions for various types of projects contracts aligned to market dynamics.
- Evaluated contractual issues prior to and post signing of contracts. Rendered consultancy on various legal issues.
- Prepared legal memoranda in the cases against the Ministry or the company before the Board of Grievance.
- Developed legal studies and researches for various types of contracts.
- Conducted training sessions for employees pertaining to operational requirements.

### Previous Assignments

- March 1995 - June 2002, Senior Advisor, Al Rajhi Banking and Investment
- December 1991 - September 1994, Legal Adviser, Riyadh Bank
- August 1990 - July 1991, Legal Adviser, Arab National Bank

## Education

### Bachelor's degree / higher diploma, Economics and Management, Field of (Law)

at King Abdulaziz University

**Location:** Saudi Arabia

**Completion Date :** May 1990

#### Professional Development

##### **Trainings:**

- Courses in Civil law, Contracts and Agreements, Name of the Institute
- Principles of Banking, Banking Institute
- Legal Aspects of Banking, Banking Institute
- Drafting financing contracts of Islamic Banks, Banking Institute
- Contracts and International Conventions, Arab Organization for Administrative Development
- Cyber Crimes and Information Technology, Arab Organization for Administrative Development

## Skills

### Regulatory Affairs, Corporate and Legal Affairs, Legal Advice

**Level:**Expert | **Experience:** More than 10 years | **Last Used:** 1 month or less

### Contracts and Agreements, Legal Documentation

**level:** Expert | **Experience:** More than 10 years | **Last Used:** 1 month or less

### Consultancy and Trial Preparation, Legal Compliance, Risk Management

**Level:** Expert | **Experience:** More than 10 years | **Last Used:** 1 month or less

### Letters of Intent, Memorandum of Understanding, Lease Agreement

**Level:** Expert | **Experience:** More than 10 years | **Last Used:** 1 month or less

### Contract Amendment, Legal Document Translation, Legal Interpretation

**Level:** Expert | **Experience:** More than 10 years | **Last Used:** 1 month or less

## **Arbitration, Litigation, Dispute Resolution**

**Level:** Expert | **Experience:** More than 10 years | **Last Used:** 1 month or less

## **Memos, Administrative Decisions, Statutory Regulations or Amendments**

**level:** Expert | **Experience:** More than 10 years | **Last Used:** 1 month or less

## **Implementing Board Resolutions or Management Decisions**

**Level:** Expert | **Experience:** More than 10 years | **Last Used:** 1 month or less

## **Legal Studies, Curriculum Designing, Training and Development**

**level:** Expert | **Experience:** More than 10 years | **Last Used:** 1 month or less

## **Organizational & Communication Skills, Crisis Management**

**Level:** Expert | **Experience:** More than 10 years | **Last Used:** 1 month or less

## **Languages**

### **English**

**Level:** good

### **Arabic**

**Level:** Expert

## **Memberships**

### **SAWA Committee**

**Membership/Role:** Member  
**Member since:** January 2011

### **STC Monitoring the Implementation of Regulations & Policies**

**Membership/Role:** Member  
**Member since:** November 2010

### **Primary Committees for settling Labour Disputes**

**Membership/Role:** Member  
**Member since:** March 2009

## **Supreme Committee for settling the Labour Disputes**

**Membership/Role:** Member

**Member since:** June 2008

## **Commercial departments in the Board of Grievances**

**Membership/Role:** Member

**Member since:** December 2007

## **Punitive departments in the Board of Grievances**

**Membership/Role:** Member

**Member since:** July 2007

## **Appellate committee of Customs**

**Membership/Role:** Member

**Member since:** June 2006

## **Deposition committee of the Infractions of CITC**

**Membership/Role:** Member

**Member since:** June 2006

## **Public Court**

**Membership/Role:** Member

**Member since:** May 2005