

## **RESUME**

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### **Academic Qualifications & Degrees**

- **BACHELOR DEGREE** , King Saud University, Riyadh,  
College of Administrative Sciences ,
  - Major: Laws ,
  - Date of Graduation: 15/08/1412AH

### **Practical Experiences:**

- Practical experience in the focus domain (Legal Advice) Riyadh Bank, General Management of Riyadh, (Department of Withstanding Debts) during the period from 15/03/1413AH corresponding to 12/09/1992 to 30\*07/1415AH corresponding to 01/01/1995 for the purpose of lodging claims at some judiciary and official entities in addition to following up execution of judgments and negotiating with some of those clients to reach an appropriate financial settlement maintaining the fiscal rights of bank shareholders.
- Practical experience with General Administration of civil Service in the focus of domain (law) especially in the field of general administrative, functional and civil service in Saudi

Arabia , and preparing and structuring bylaws from 24/10/1415AH up till now

- Experience in the field of studying cases and giving legal opinion and procedure before various judiciary entities in Saudi Arabia.
- Experience in the field of advocacy and legal advice with Thafer Al Shehri Law & Consultation Firm (as part-timer advisor) from 01/06/1426 to 30/02/1429AH

### **SKILLS :**

- Using computer in the field of work
- Full command of English language

### **National and International Committees, Symposia and Conferences**

- Participation in a number of governmental committees and a number of work teams for study and structure of some bylaws and legal studies
- Participation in a number of committees for employees' investigations
- Participation in workshop (Building trust, firmness and deposit to reach excellence of work environment) held in Sharm El Kaikh, Egypt, during the period 24-28 July 2004
- Participation in conference of (Sixth Forum for Law and legal Advice Firms in GCC countries, held in Doha, Qatar , in the period 26/04/2008 – 27/04/2008

### **Training administrative and legal courses:**

SN	Course/program title	Training entity	Period	Course topic
1	English language program	Public Administration Institute	One academic year 06/08/1426AH	The program dealt with English language learning (Extremely Advanced Levels)
2	Course on (Administrative Investigation)	Public Administration Institute	Six weeks from 19/12/1417AH	The course dealt with research in a number of the following legal topics: (Administrative Law) , (fundamentals of Investigation) , (penalty Law) , (Public employment related crimes) , (public employment)
3	Program of international law	Diplomatic Studies Institute	Eight weeks from 04/06/1421AH	The course dealt with research in a number of the following legal topics: (General International Law) , (International Arbitration and Settlement of Disputes) , (international Treaties and Agreements) , (international Economic Organizations ( Conferences Diplomacy)
4	Course on (administrative Disputes)	Public Administration Institute	Six weeks from 16/12/1424AH	The course dealt with research in a number of the following legal topics: (Administrative Disputes) , (Administrative Liability), ( penalty Disputes) , (Disputes of Administrative

				contracts) (disputed of Administrative Resolutions)
5	A course on: (procedure before Judiciary Entities)	Public Administration Institute	Four weeks from 11/08/1422AH	The course dealt with research in a number of the following legal topics: (Procedures of Jurisdiction before judiciary) , (judiciary consideration) , (structuring judiciary papers)
6	A course on: (Preparing and structuring administrative contracts	Public Administration Institute	Five days from 06/02/1428AH	The course dealt with research in: Structuring Administrative Contracts
7	A course on: (Preparing legal studies and consultations)	Public Administration Institute	Three days from 05/05/1429AH	The course dealt with research in: (Preparing legal studies and consultation reports)
8	Program of Qualification in banking works	Riyadh Banking Institute	Eight weeks from 12/03/1413AH	The course dealt with: Program of Qualification in banking works
9	A course on: English language	Riyadh Banking Institute	Four weeks from 10/11/1413	The course dealt with: Teaching English language
10	A course on: (legal aspects in banking business)	Riyadh Banking Institute	Ten days from 29/12/1413AH	The course dealt with: (legal aspects in banking business especially cheques and Promissory notes )
11	A course on: (financial Accountancy)	Riyadh Banking Institute	One week from 22/12/1413AH	The course dealt with: Accountancy works, and how to prepare them and the common legal mistakes in their concern
12	A course on: (language of meetings and discussions)	Riyadh Banking Institute	One week from 22/08/1413AH	The course dealt with: Methodology of managing meetings, communication and dialogues
13	A course on:	Wani Merri &	One week from	The course dealt with:

	(internal Auditing)	company Firm	24/04/1993	Internal auditing in general and the legal aspects in dealing with common mistakes in the financial field and how to discover them.
14	A course on: Introduction to computer	Gulf Training & Education Company	Two weeks from: 18/04/2006 , 16 hours	Information about computer
15	A course on: Windows XP operating	Gulf Training & Education Company	Two weeks from: 02/05/2006 , 16 hours	Training to: Windows XP operating
16	A course on : Word 2003	Gulf Training & Education Company	Two weeks from: 16/05/2006 , 16 hours	Training to: Word 2003
17	A course on: Excel 2003	Gulf Training & Education Company	Two weeks from: 30/05/2006 , 16 hours	Training to: Excel 2003
18	A course on: Power Point	Gulf Training & Education Company	Two weeks from: 11/06/2006 , 16 hours	Training to: Power Point
19	A course on Access 2003	Gulf Training & Education Company	Two weeks from: 20/06/2006 , 16 hours	Training to: Access 2003
20	A course on: Outlook	Gulf Training & Education Company	Two weeks from: 25/07/2006 , 16 hours	A course on: Outlook
21	A course on Introduction to internet	Gulf Training & Education Company	Two weeks from: 18/08/2006 , 16 hours	A course on Dealing with internet in general and method of remedy of some common mistakes
22	A course on: Data insertion (typing)	Gulf Training & Education Company	Two weeks from: 15/08/2006 , 16 hours	Training on dealing with computer in the field of Data insertion (typing)

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