NADEEN ALSARRAJ

- **Saudi Arabia || Email : nadeenals990@gmail.com Phone : 0530134424**

SUMMARY

My career goal is to provide effective legal support to ensure clients' compliance with laws and regulations, and to contribute to the development of legal strategies that resolve disputes and achieve the organization's legal objectives

EXPERIENCE

- **Deep Solutions Trading Company / Lyrae Digital | Saudi Arabia | May 2023 — May 2025**
- **Legal Specialist**
  - Provide legal support and ensure compliance for clients, contractors, and partners
  - Develop internal communication strategies for contractor-related issues
  - Draft, review, and ensure legal accuracy of agreements, contracts, and policies
  - Assist with daily legal tasks, resolve minor disputes, and support legal operations
  - Conduct client interviews, gather information, and revise legal documents
  - Monitor legislative updates and apply changes to processes and documents
- **Ashraf alSarraj Law firm | Saudi Arabia | Jul 2022 — May 2023**
- **Trainee Lawyer**
  - Contributed to legal consultations with analyses and recommendations
  - Translated and reviewed contracts, drafted legal memorandums
  - Provided legal support and guidance within the firm
  - Assisted with litigation, employment, and contract matters
  - Managed documents for court visits
  - Led and guided a team of two interns
- **Al-Suraihi & Associates Law firm | Saudi Arabia | Jan 2022 — Apr 2022**
- **Legal Intern**
  - Analyzed and resolved legal cases through evidence examination and legal research
  - Drafted and reviewed legal documents for accuracy and compliance
- **Ashraf alSarraj Law firm | Saudi Arabia | Nov 2019 — Mar 2021**
- **Law Volunteer**
  - Researched and wrote case dispositions, managed witness statements and evidence files.
  - Assisted with legal matters and documented case information

EDUCATION

- **University of Business and Technology | Saudi Arabia | 2022**
  - bachelor's degree of law
  - GPA : 4.06 out of 5

OTHER

- **Technical skills**
  - Proficiency in Microsoft Office Suite
  - Legal Consultations
  - Administrative support
  - Legal Procedures
  - Administrative efficiency
  - Negotiation And Persuasion
  - Communication
- **COURSES & CERTIFICATES**
  - Completed a job simulation in White collar Defense & investigations for Latham & Watkins
  - Completed the Corporate governance course in the business intelligence training center
  - The Professional certificate program (PCP) in business and contracts negotiations
  - The Criminal law virtual internship
  - Labor Education according to Saudi Labor
  - Basamah Community Service Program
  - Participated in Tarahom committee
- **ACHIEVEMENTS**
  - Participating in assisting prisoners with the National Committee for the Care of Prisoners and Detainees
  - Managed a charity managed a charity campaign “Live to Give” 2017-2024
  - Participated in Equestrianism tournament in 2016
- **LANGUAGES**
  - English / Arabic