# Waleed Al-Malki

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## Professional Summary:

Specialist in law covering legal consultancy, litigation, contract governance, and regulatory compliance. Strive to deliver precise and effective legal advice to individual and corporate clients, focusing on contract drafting, dispute mediation, and team management. Contributed to representing over 100 clients before judicial and quasi-judicial bodies and completing over 80 comprehensive commercial contracts. Capable of providing integrated legal solutions that protect client rights and minimize legal risks. Aim to further develop expertise in corporate law and multinational legal consultancy while enhancing positive impact in complex legal environments.

## Education:

- **Master of Laws (LL.M)** | University of Missouri–Kansas City | United States | 2020
- **Bachelor of Islamic Law (Sharia) and Islamic Studies** | Umm Al-Qura University | Mecca | 2015

## Professional Experience:

**Legal Department Manager | Creative Idea General Contracting Company** | Riyadh | November 2024 – Present

- Conducted legal research and analyses to prepare detailed opinions and reports
- Drafted, reviewed, and negotiated commercial and administrative contracts ensuring compliance
- Managed regulatory compliance and conducted due diligence reviews on legal documents
- Oversaw legal risk management and provided practical solutions for internal departments
- Represented the company in court sessions and prepared legal memoranda
- Assisted in commercial arbitration sessions and dispute resolution effectively

**Associate Lawyer** | **Nasser bin Fahed Al-Shahrani Law Firm** | Bisha | March 2024 – December 2025

- Provided legal consultation services to over 100 individual and corporate clients
- Prepared, drafted, and reviewed legal contracts and agreements to ensure compliance and client rights
- Attended judicial and quasi-judicial sessions on behalf of clients or the firm
- Contributed to preparing legal memos, objection briefs, and appeals
- Drafted, reviewed, and filed over 100 comprehensive legal documents
- Reviewed, drafted, and negotiated over 80 commercial contracts including service, partnership, and distribution agreements

**Part-time Consultant** | **ALWON Lawyers Organization** | Remote / Part-time | 2023 – Present

- Providing legal consultations on investments in Saudi and foreign companies
- Drafting and reviewing legal contracts for investors
- Writing educational legal content in Chinese
- Contributed to legal counsel for over 5 Chinese and Saudi companies across various regulatory bodies

**Legal Director and Co-Founder** | **Adqaa Al Tamayez Advocates & Legal Consultants** | Jeddah | 2023 – 2024

- Managed and mentored a team of 10+ licensed lawyers and trainees
- Successfully represented over 100 clients before judicial and quasi-judicial bodies
- Mediated and settled over 20 complex disputes out of court, minimizing litigation exposure
- Negotiated with opposing parties to resolve conflicts while preserving client interests

**Lawyer Researcher** | **Salman Al-Shamrani Firm** | Jeddah | 2022

- Managed lawyer teams, organized, developed, and implemented office plans, and reviewed legal materials for compliance
- Prepared internal procedural guides to improve operational efficiency
- Conducted extensive legal research to formulate detailed legal opinions and reports
- Led the development and implementation of over 2 comprehensive internal procedural guides, significantly improving operations

**Training Lawyer and Office Manager** | **ALSaidi Firm** | Jeddah | 2019 – 2022

- Oversaw daily office operations and led the lawyer team in organization, development, and implementation of office plans
- Represented clients in court using a clear and evidence-based narrative
- Managed and mentored 6+ trainee lawyers during firm operations
- Maintained current knowledge of laws to minimize client legal risks
- Conducted legal research and analyses to formulate legal opinions, studies, and reports

## Professional License:

- **License to Practise Law** | Ministry of Justice | Saudi Arabia
- **Notary (Mauthiq) License** | Ministry of Justice | Saudi Arabia

## Training Courses:

- **Governance, Risk, and Compliance Professional (GRCP)** | OCEG
- **Heirs' Estate Liquidation Skills Course** | Qadha Association
- **Notary Qualification Course** | High Training Center | Riyadh
- **Diploma in Diplomatic and Political Relations and Arbitration in International Disputes** | International Arbitration Organization
- **Lawyers' Qualification Program for Obtaining a License** | Judicial Training Center
- **The Role of the Lawyer in Criminal Case** | Technical and Vocational Training Corporation
- **Drafting Statements of Claim and Legal Memoranda** | Technical and Vocational Training Corporation
- **Legal Characterization (Legal Classification of Cases)** | Technical and Vocational Training Corporation
- **Real Estate Cases Before the Court** | Makkah Chamber of Commerce and Industry

## Skills:

### Personal Skills:

- Presentations Skills
- Monitoring Operational Performance
- Strategic Problem Solving
- Client Relationship Management
- Time Management
- Critical Analysis
- Conflict Resolution

### Professional Skills:

- Contract Drafting & Negotiation
- Legal Research & Analysis
- Regulatory Compliance & Legal Audit
- Interpretation of Legal Instruments & Documents
- Litigation & Oral Advocacy
- Stakeholder Management & Relationship Building

### Technical Skills:

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Google Workspace tools
- Legal Case Management Systems
- Document Automation Software
- Database Research Tools
- E-Discovery Platforms
- Digital Contract Review Tools
- Legal Analytics Software

## Languages:

- **Arabic:** Native
- **English:** Advanced