Amany Alghamdi

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PROFESSIONAL SUMMARY

Graduated in Law, proficiency in the skills of conducting legal research and studies, the ability to draft contracts and agreements and deal with legal documents, proficiency in communication skills, flexibility and ability to handle work pressures. I seek to develop my skills and provide my services in a stimulating work environment.

EDUCATION

Princess Nourah Bint Abdulrahman University (PNU) 2020-2024
Bachelor of Laws – LLB Riyadh, SA
GPA: 4.53 out of 5 (Second Class Honors)

WORK HISTORY

LEGAL SPECIALIST 03/2025-09/2025
AL SHAYA GROUP Riyadh, SA

- Research, interpret, rulings, and regulations to assist and provide legal advice to company on KSA laws and regulations in relation to the company's day-to-day business activities.
- Reviewing, drafting, negotiating various contracts, and providing legal advice and assistance
- Analyze and summarize complex legal documents such as recommendations from external counsel.
- Collaborate with all departments by conducting meetings, oral advocacy and negotiations on various legal matters.
- Organize work and consistently meet deadlines under minimal supervision.

LEGAL INTERN 09/2024-12/2024
Saudi Aramco Riyadh, SA

- Studied concession agreement between Aramco and Saudi Arabia.
- Reviewed legal information and proofed documentation for errors.
- Drafted and reviewed contracts, ensuring accuracy and compliance with laws.

SKILLS

- Legal research
- Teamwork
- Microsoft Office
- Time management
- Problem Solving
- Communication

CERTIFICATIONS

- Negotiation skills PNU -2021
- Patents & Trademarks Udemy -2023