Abdulilah Mohammed Alhaed

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A legal professional with experience in providing legal consultations and supporting lawyers in contract drafting and document review to ensure full compliance with laws and regulations. Holding a Bachelor's degree in Law from University of Business and Technology. Proficient in managing daily legal operations, risk analysis, and delivering accurate reports. My career objective is to offer specialized legal support and enhance my skills in case management and contract administration within an integrated legal team.

KEY SKILLS

• Microsoft Office • Legal Consultations
• Contract Management • Contract Drafting
• Document Review • Case Management
• Legal Representation • Legal Compliance

PROFESSIONAL EXPERIENCE

- Legal Assistant - Hashim Koshak & Partners Law Firm Jan 2021 – Oct 2021

• Prepared and drafted legal documents, including commercial contracts, leases, and employment agreements, ensuring their accuracy.
• Supported lawyers in preparing for trials and court sessions by conducting legal research and gathering required evidence and documents.

- Legal Specialist – Intern 4months – SEDCO HOLDIND COMPANY

• Provided legal support to lawyers by conducting extensive research on applicable laws and regulations in various cases.
• Participated in the preparation and review of legal documents such as legal memoranda and reports, ensuring their accuracy and suitability for the intended purpose.
• Assisted in organizing case files and monitoring deadlines and legal procedures to ensure smooth workflow.

Certificates

● Certificate of attendance at the Commercial Law Forum ●(PCP) in Business & Contract Negotiations. ●Labor Education according to Saudi Labor Law
●Introduction to the International Protocols,Treaties, and Conventions

EDUCATION

Bachelor of Law 2019 – 2024 University of Business and Technology GPA 4.82
University Of Paris I:PANTHEON-SORBONNE
Public Int. Law And Organizations and Environmental and Energy Law Courses

LANGUAGES

• Arabic: Native • English Professional.