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
- Operations Management
- Legal Consultations
- Contract Management
- Contract Drafting
- Document Review
- Case Management
- Legal Representation
- Document Organization
- Legal Compliance
- Report Preparation
- Risk Analysis

PROFESSIONAL EXPERIENCE

Legal Assistant **Jan 2021 – Oct 2021**

Hashim Koshak & Partners Law Firm, Jeddah, Saudi Arabia

- Provided legal advice to individuals and companies on various legal matters to ensure full compliance with applicable laws and regulations.
- 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.
- Coordinated and followed up on company and trademark registration procedures, ensuring their completion in accordance with local and international legal systems

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.

EDUCATION

Bachelor of Law 2019 – 2024 University of Business and Technology GPA 4.82 out of 5

LANGUAGES • Arabic: Native • English: Professional.