Abdullah Mohammed Altukhayfi

Riyadh, Saudi Arabia | +966532128418 | Abdullahaltukhayfi@gmail.com | Linkedin

SUMMARY

Legal & Governance Professional (Early Career) with experience across government, regulatory, and advisory environments. Selected as a sole trainee at the National Industrial Development Center and the Saudi Broadcasting Authority, with law firm exposure. Skilled in legal analysis, corporate governance, regulatory compliance, and contract drafting and review across full contract lifecycle and governance frameworks, with proven ability in legal risk mitigation and decision-support within regulated environments.

EDUCATION

King Saud University **2021-Jan2026**

Bachelor of Laws - LLB

College of Law and Political Science

WORK EXPERIENCE

National Industrial Development Center | Legal Affairs & Governance Department **Feb2026-Present**

Legal Specialist - GDP "Tamheer Program"

- Reviewed and analyzed government procurement and tender contracts, identifying legal risks and strengthening contractual frameworks to enhance legal protection and mitigate organizational exposure.
- Drafted and reviewed key legal documents, including (MOUs, NDAs) and procurement agreements, ensuring compliance, consistency, and alignment with applicable regulations.
- Evaluated regulatory audit observations and prepared structured response memoranda, supporting improved compliance practices and minimizing regulatory findings.
- Analyzed and implemented the Board of Directors' and committees' delegation of authority matrix, enhancing governance structure clarity, role definition, decision-making efficiency, and supporting preparation and documentation of Board and committee meeting minutes.
- Reviewed and enhanced internal policies and governance frameworks to ensure full alignment with legal and regulatory requirements, strengthening overall governance and compliance effectiveness.
- Represented the Center in legal matters, reviewed regulations and legal memoranda, prepared response memoranda, and drafted litigation reports.

Saudi Broadcasting Authority | **Legal Department** **July-Dec2025**

Legal Trainee - CO-OP

- Drafted, reviewed, and managed a wide range of contracts and agreements, including +15 purchase contracts, ensuring compliance with applicable laws and regulations.
- Developed a governance framework for a subsidiary, including internal regulations and financial and administrative authorities.
- Provided legal consultations and recommendations to support decision-making and ensure compliance with relevant laws and regulations.

Faz Law Firm - Summer Legal Intern **Jun-July2025**

PROFESSIONAL CERTIFICATIONS

- **Governance and Risk and Compliance Professional (GRCP)** | **OCEG** | **Dec2025**
- **GRC Auditor (GRCA)** | **OCEG** | **Dec2025**
- **Corporate Legal Counsel (CLC)** | **Legal Qualification Foundation Program** | **Nov2025**
- **McKinsey Forward Learning Program** | **McKinsey & Company** | **Nov2025**
- **Legal and Legislative Drafting Language Skills** | **King Salman Global Academy** | **Aug2025**

SKILLS

- Legal Contract Analysis & Regulatory Advisory
- Legal Drafting (MOUs, NDAs), Board Resolutions
- Corporate Governance & Board-Level Support
- Government Procurement & Contract Management
- Regulatory Compliance & Risk Governance

LANGUAGES

- Arabic
- English