Ahdab Nayef Alotaibi

Trainee Lawyer

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PROFESSIONAL SUMMARY

Ambitious legal professional with a strong interest in legal research, analysis, and the drafting of administrative and judicial regulations. Skilled in litigation support and legal follow-up through to the final and enforceable stage of judgments. Combines precision in contract review with efficiency in processing matters through government platforms such as Najiz and Mueen, and seeks to contribute effectively to the strategic goals of leading law firms.

PROFESSIONAL EXPERIENCE

Trainee Lawyer | Mohammed Al Azeb Law Firm *Nov 2025 – Present*

- Drafted legal documents, memoranda, and administrative appeals.
- Attended 100+ administrative court hearings and supported case proceedings.
- Assisted in achieving favorable outcomes in 10+ cases, with claims up to SAR 150,000.
- Managed case follow-up through final judgment and enforcement stages.
- Reviewed judicial decisions and identified grounds for appeal.
- Handled legal matters related to company violations and compliance issues.
- Processed cases using government platforms (Najiz, Mueen, Balady).

Co-op Trainee | Shura Council *Jan 2025 - May 2025*

- Prepared and drafted incoming and outgoing official correspondence.
- Contributed to legal consultations and the provision of legal opinions on various matters.
- Reviewed annual reports, analyzed their contents, and provided appropriate recommendations.
- Reviewed contracts against approved templates and verified compliance with applicable laws and regulations.
- Ensured that correspondence and documents complied with governing rules and instructions.
- Conducted legal research and prepared reports within a professional governmental work environment.

EDUCATION

Bachelor of Laws | King Saud University *2021 - May 2025*

- Graduated with Second Honors and a GPA of 4.69/5.00

SKILLS

- Legal research and analysis of laws and regulations.
- Drafting legal memoranda and appeals.
- Microsoft Office (Word, Excel, PowerPoint), Google Sheets.
- Government platforms: Najiz, Mueen, Balady, and the Administrative Enforcement Platform.
- Ability to work under pressure.
- Teamwork.
- Leadership Skills.

Languages

- Arabic – Native
- English – Upper-intermediate / step: 75