Manar Asiri



LEGAL GRADUATE

Address: Saudi Arabia
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PROFESSIONAL SUMMARY

Law graduate with hands-on experience in legal research, contract drafting, and preparing case files and legal documents Proficient in managing case files and drafting legal memos, providing accurate and professional support to attorneys while maintaining strict confidentiality and high-quality standards

EDUCATION

Taif University
Bachelor of Law, expected January 2026

- Member of the Legal Society
- Participated in mock trials and competitions

COURSES & CERTIFICATIONS

- Legal Contracts Drafting
- Excellence in Legal Skills
- General Criminal Law
- Private Criminal Law
- Inheritance Law
- Human Rights Law
- International Law
- Role of Lawyers in Combating Corruption
- Cybersecurity Basics
- Business Management Essentials
- Public Relations Management
- Accounting for Non-Accountants
- Introduction to Political Science
- International Relations
- Public Policy Methods
- Python Networks
- AI – ML.NET (C#)
- Concepts of Artificial Intelligence

WORK EXPERIENCE

Legal Intern
Shams Law Firm
2024 - 2025

- Assisted with **case research** and legal documentation preparation, enhancing understanding of legal processes
- Collaborated with attorneys on various **legal matters**, improving team efficiency and client relations
- Conducted client interviews and gathered necessary information, demonstrating strong interpersonal skills

KEY SKILLS

- Legal Research
- Case Management
- Document Preparation
- Client Communication
- Problem Solving
- Team Collaboration
- Analytical & Critical Thinking
- Time Management
- Effective Communication
- Working Under Pressure
- Creativity & Problem Solving
- Organization & File Management
- Quick Learning / Adaptability

LANGUAGES

- Arabic: Excellent
- English: Good