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Personal Information:

Name: Azza Abdulrahman Mohamed
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Academic Qualifications: -

- Master of legal sciences (Université Mohammed v.Agdal -Rabat. (2017)
- Master of Business Administration (Khartoum University) – Sudan (2014)
- Bachelor of Laws (Khartoum University) -Sudan (2003).

Personal Experiences: -

- 2007 till now, working as a lawyer & legal assistant with advocates, during which I am in charge of records management, client relations, drafting correspondence, and research.
- I have managed another of the firm's clients and ensured attorneys' effectiveness with clients and cases in the courts through best practices such as open communication, database management, and confidentiality.
- Researching case law and relevant statutes to prepare for trial and other legal proceedings.
- Led negotiations, key account management, and expansion into new markets.
- Proven ability to lead commercial operations, build high-value client relationships, and manage international markets.
- Strong leadership, analytical mindset, and multilingual communication skills.
- Adept at aligning business objectives with customer-centric strategies to deliver exceptional performance.
- Oversaw purchasing and payment processes.
- Spearheaded business growth in the high-demand cardboard packaging sector.
- Established and retained long-term client relationships to ensure revenue stability.
- **2025 till now: Legal consultant- Edrak for Legal Consultants - AL Yasmin District - Riyadh, Kingdom of Saudi Arabia.**
    - Managing litigation files from the stage of fact assessment and document preparation, following up on deadlines and procedures to ensure case readiness and a robust legal position for hearings, through to drafting pleadings, memoranda, defenses, and concluding the dispute.
    - Drafting employment contracts, internal regulations, HR policies, quality and privacy policies; providing corporate legal services and drafting related commercial contracts.
    - Providing legal support in drafting closed-envelope tender procedures for Ma'aden Alumina for future implementation, and revising the railway transportation agreement between Ma'aden Bauxite Alumina Company and Saudi Railway Company (SAR).
    - Providing legal support under a legal agreement between Ma'aden Alumina Company and SIPCHEM regarding a solution to enable Ma'aden to manage SAMACO, which was established pursuant to a shareholders' agreement.

- Proficiency in using Oracle systems to perform administrative and financial tasks.

- **2025 (for six months): Legal Consultant – Al Othman Law Firm and Legal Consultants – Al Yasmin District – Riyadh, Kingdom of Saudi Arabia.**
    - Drafting contracts for infrastructure projects under the Engineering, Procurement and Construction (EPC) model for TBEA, a Chinese state-owned company.
    - Advising on the acquisition transaction between Elm Company (listed on Tadawul) and National Smart Solutions Company, including negotiation and structuring of the transaction.
    - Providing legal advice to GWC, a Qatari listed company, and its Saudi subsidiary, Falaq Logistics, on corporate governance matters, drafting internal regulations, and structuring a joint venture agreement.
    - Drafted due diligence reports for numerous companies across various industries in relation to potential mergers and acquisitions (M&A) and initial public offerings (IPOs) on the Saudi Stock Exchange (Tadawul).
    - Prepared litigation memoranda, court pleadings, and other legal documentation for commercial and civil disputes.
    - Provided legal advice to international and local clients on a wide range of matters concerning Saudi Arabian laws and regulations, including corporate, commercial, and regulatory issues.

- **2020–2021: Legal Consultant – Trust Link Company – Al Olaya – Riyadh, Kingdom of Saudi Arabia.**
    - Review and drafting f standard commercial contracts, including terms and conditions, sale or distribution agreements and amendment agreements.
    - Review and drafting of employment contracts and advising on employment matters.
- **2019 (for four months): Legal Consultant – Al Nami Law Firm and Legal Consultants – Al Rabwah District – Riyadh, Kingdom of Saudi Arabia.**
    - Provides advice and counsel on employment law issues including hiring, discipline, terminations, pay and benefits.
    - Develop workplace policies and practices and ensuring that all policies and processes conform with the Saudi Labor Law.
    - Drafting and/or revising various documents of a legal nature.
    - Directing all firm operations, ensuring exceptional legal service delivery and client satisfaction.

Skills: -

- Oriented lady who can work under minimal supervision and pays close attention to the details of duties.
- Problem solver with a flexible approach to my work.
- Fast ability to learn and broaden my skills.
- Strategic Business Development.
- Key Account & Client Management.
- Performance Tracking & Optimization.
- Interdepartmental Collaboration.

- **Reference: -**

Will be submitted upon request.