Rakan Almulaihan

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Summary:

Recent Law graduate from Prince Sultan University with academic and practical experience in commercial law, contracts, and dispute resolution, supported by a solid foundation in civil and criminal law. Completed legal training at Cenomi Retail, gaining hands-on experience in reviewing and drafting contracts, preparing legal memoranda, and supporting legal and administrative processes. Skilled in legal research, drafting responses, contract due diligence, agreements, and settlements, with proven ability to provide legal advisory services. Motivated to apply knowledge in a professional legal environment and contribute to organizational success while continuing to enhance legal and professional expertise.

Education:

Bachelor's Degree in Legal -Prince Sultan University Graduated:2025

Experiences:

- **Legal coop training** - Cenomi Retail Jun 2025 - Dec 2025
  - ❖ Drafted and processed international powers of attorney.
  - ❖ Prepared and facilitated legal settlements.
  - ❖ Reviewed and analyzed case files.
  - ❖ Conducted contract due diligence and legal audits.
  - ❖ Drafted and negotiated agreements.
  - ❖ Reviewed and verified legal agreements for compliance.
  - ❖ Provided legal advisory services to clients and stakeholders.

- **Legal intern** - Alhantoushi Law firm Sep 2024 - Oct 2024
  - ❖ Conducted comprehensive legal research to support case preparation.
  - ❖ Prepared formal legal responses and written pleadings.
  - ❖ Reviewed and analyzed case files to ensure accuracy and completeness.
  - ❖ Examined and interpreted laws and regulations for compliance and case strategy.

Certificates and Courses:

- ➢ Certification from Pepsico Venezuela | Mar 2023
- ➢ The 10th Internal Audit Conference - Sep 2024
- ➢ Skills for dealing with personal status issues -Prince Sultan University - Nov 2024
- ➢ Skills for dealing with personality types in legal consultations - prince sultan unversity- Nov 2024
- ➢ Legal advice skills- Prince Sultan University - Nov 2024
- ➢ Arbitration agreement drafting skill – Prince Sultan University - Nov 2024
- ➢ Governance, Risk, Compliance Professional- OCEG

Skills:

Hard skills:

- ○ Legal Research & Analysis
- ○ Contract Drafting & Review
- ○ Agreement Negotiation
- ○ Dispute Resolution Support
- ○ Legal Memoranda & Responses
- ○ Writing settlements & Case Review
- ○ Regulatory Compliance & Due Diligence Legal Advisory & Client Support
- ○ Contract Archiving
- ○ Contract Modifying & Editing
- ○ Contact administration

Soft skills:

- ○ Strong Written & Verbal Communication Critical Thinking & Problem Solving
- ○ Attention to Detail & Accuracy
- ○ Teamwork & Collaboration
- ○ Time Management & Prioritization
- ○ Client Relationship Management

Languages:

. Arabic

. English