Fatima Alkhamsi

Legal Specialist

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Riyadh , Saudi Arabia.

summary

Legal Specialist with a distinguished record of achievements, expertise in legal research and specialized writing. Skilled in providing legal advice, document review, and litigation in addition to providing legal support services. Collaborative team member with excellent communication and negotiation skills. Successfully managed legal matters and prepared legal studies and documents for individuals, companies and other entities.

EXPERINCE

LEGAL SPECIALIST

Mazrua & CO. Lawyers and Consultants **|** 2025 – Present

LEGAL SPECIALIST

DALF Law Firm **|** 2022 - 2025

- Provide legal advice and studies on a wide range of topics, including compliance with applicable laws and regulations.
- Conduct extensive Legal Research and Analysis.
- Representing clients in courts, judicial committee and other bodies in variety legal matters.
- Demonstrated effective verbal and written communication skills in addition to strong negotiation skills, with clients from different backgrounds and cultures to reach mutually beneficial agreements.
- Prepare reports summarizing various legal matters.
- Drafted briefs, contracts, litigation recommendations and additional legal documents and correspondence.

LEGAL SPECIALIST

Human Rights Commission | 2021

- Organized and analyzed research data from various sources into concise reports that included recommendations for next steps and presented reports of significant findings.
- Identified applicable laws and regulations to support legal matters in various fields.
- Developed expertise in researching international treaties and conventions.
- Provided assistance with document review tasks by researching relevant laws and regulations.
- Performed comparative analysis of laws regarding similar topics or issues.
- Answering incoming inquiries, questionnaires and surveys from different international organizations.

LEGAL INTERN

Bin Arafa Legal Group | 2019

- 312Hr, Legal Training Program.

EDUCATION

Bachelor of Law | 2019
Princess Noura bint Abdulrahman University

COURSES

- **Lawyer's Development Training Program 100Hr.**
  Judicial Training Centre**,** Ministry of Justice**.**
- **Law Graduates Training Program 60Hr.**
  Dr. Saad alwohaibi Legal group**.**

SKILLS

- Legal Research and analysis
- Legal Drafting
- Legal Support
- Strong analytical problem-solving with ability to assess complex legal issues and provide practical solutions
- Excellent interpersonal skills
- Effective Communications skills
- Proficiency in Microsoft office apps and Legal Research tools

LANGUAGES

Arabic: Native **English**: Advanced