Khalid Alharbi

Trainee Lawyer — Data Privacy & Compliance | CIPM Certified

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Professional Summary

First-Class Honours Law graduate (GPA 4.83) and Certified Information Privacy Manager (CIPM), with additional certifications in Governance, Risk, and Compliance (GRCP, GRCA). Experienced in legal research, contract review, and due diligence, having supported compliance checks on 10+ corporate matters and reviewed 25+ contracts and agreements for regulatory and contractual risk. Strong foundation in data protection principles and privacy compliance frameworks, combined with structured, detail-oriented analysis — well suited to a digital law firm's data privacy and regulatory advisory practice.

Professional Experience

Trainee Lawyer — Ahmed Hamed Firm | Saudi Arabia | Mar 2026 – Sep 2026

- Assisted senior lawyers in reviewing and drafting 25+ contracts and legal agreements for corporate and commercial matters, including confidentiality and data-handling clauses.
- Conducted due diligence reviews on 10+ corporate matters, verifying compliance with contractual and regulatory obligations.
- Conducted legal research and case analysis on 15+ matters, covering commercial, contractual, and regulatory compliance questions.
- Prepared 20+ legal memos and case summaries for senior counsel, translating findings into clear, actionable recommendations.
- Supported 8+ client consultations and case-preparation meetings, documenting requirements and follow-up actions.
- Coordinated with external counsel and clients on 12+ case files, ensuring accurate documentation, filing, and timely follow-up.

Education

Bachelor's Degree in Law | Al-Medina Islamic University | Medina | Graduation Year: June - 2025

- GPA: 4.83 | First-Class Honors

Professional Certificates

- CIPM — Certified Information Privacy Manager (IAPP)
- GRCP — GRC Professional Certification (OCEG) — July 2025
- GRCA — GRC Audit Certification (OCEG) — July 2025

Training Courses

- Legal Drafting
- Contract Drafting
- Personal Data Protection Law (PDPL) Compliance & Privacy Management

Skills

- Data Privacy & Protection Compliance (CIPM-certified)
- Governance, Risk & Compliance (GRC)
- Contract Review & Drafting
- Regulatory & Legal Research
- Due Diligence & Risk Assessment
- Legal Documentation & Reporting

Languages

- **Arabic :** Native
- **English**: IELTS Academic – Overall Band 6.