Layan Ali Basheneam

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Professional Summary

Professional lawyer, a graduate of the Faculty of Law at King Abdulaziz University with a GPA of 4.55 and honors. Possesses strong legal skills in drafting legal documents, managing cases, and communicating with clients. Strives to provide innovative and effective legal strategies to achieve the best outcomes. Excels in working within multidisciplinary teams and solving complex cases efficiently. Always focuses on ensuring performance excellence and making a significant contribution to the success of the organization.

Work Experience

Legal Officer - Ahmed Almojan Firm, Jeddah | 2025 - Present

- Provide comprehensive legal consultations to businesses and individuals on various matters.
- Draft and submit legal claims via Najiz platforms, mediation, and settlement.
- Write and prepare case briefs and related legal memoranda.
- Monitor and document legal investigations and provide accurate reports on proceedings.
- Review fieldwork to ensure compliance with legal standards.

Legal Officer - Al Rajraji & Co., Jeddah | May 2023- 2024

- Draft and review over legal documents and contracts.
- Defend and resolve legal cases in court, resulting in an increased success rate in cases.
- Develop and implement legal strategies for complex cases, leading to a reduction in case resolution time.
- Prepare and submit case memoranda and objections, resulting in acceptance in legal proceedings.
- Conduct comprehensive legal research on complex cases, contributing to reduced legal risks.

Legal Officer and Organizer - Sailors Company, Alkhobar | 2022

- Organizing children's summer events and ensuring compliance with relevant laws.
- Drafting legal memoranda and contracts in accordance with local regulations.
- Providing legal advice to employees and clients during daily operations.
- Coordinating with involved parties to ensure efficient legal processes.
- Managing and resolving legal disputes effectively.

Legal Memorandum and Contracts Writer - Maysa Alblushi, Jeddah | 2022

- Drafting and reviewing legal memoranda and contracts according to the latest legal standards.
- Providing written legal advice to clients on complex issues.
- Keeping up-to-date with legal changes and local regulations to ensure contract compliance.
- Drafting legal documents related to commercial cases and disputes.
- Reviewing and evaluating commercial contracts to ensure the protection of all parties' rights.

Education

Bachelor's in Law (Systems) | King Abdulaziz University, Jeddah | GPA: 4.55 | Graduation Year: June 2023 | Honors

Skills

Personal Skills:

Effective communication | Active listening | Teamwork | Leadership | Negotiation | Critical thinking | Time management | Problem-solving | Organization | Working under pressure | Relationship building | Adaptability | Decision-making | Creativity | Independence

Practical Skills:

Contract drafting | Case management | Legal consultation | Risk analysis | Settlement negotiation | Legal document preparation | Legal research | Dispute resolution | Arbitration management | Court interaction | Legal report writing | Legal strategy development

Technical Skills:

Arbitration platforms | Microsoft Office | Google Workspace | Organizational tools | Legal analysis tools | CRM | Digital document management | Legal presentations | Online legal research | Court systems | Data analytics | Legal data management software | Information Technology | Powerpoint | Excel

Languages

Arabic: | **English**: