Rana A. Al-Madhoun

Legal Affairs & Compliance Specialist

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PROFESSIONAL Profile

Legal Affairs and Compliance Specialist with an LL.B. and MBA, bringing extensive experience in corporate environments. Specialized in commercial contracts, compliance, and risk management, with a strong ability to support executive teams, review and draft agreements, ensure regulatory compliance, and align legal requirements with business objectives.

Work EXPERIENCE (20 Years)

Maged Al Futtaim – Carrefour Retail Business (2023-current)

Business Development & Legal Support

- Supported commercial deals through contract review and compliance checks.
- Ensured agreements aligned with corporate governance policies.
- Assisted in legal risk analysis related to vendor and supplier contracts.
- Contributed to improving processes in line with regulatory standards.
- Directed end-to-end business operations while designing and executing marketing strategies that drove measurable revenue growth.
- Strategic Planning: Contributed to developing and implementing business strategies while ensuring alignment with legal, compliance, and corporate governance requirements to support company objectives.
- Process Improvement: Analyzed operational processes to identify inefficiencies, proposing improvements that enhanced productivity, reduced costs, and minimized legal and operational risks.
- Resource Management: Supported effective allocation of resources, including personnel and budgets, ensuring utilization aligned with business priorities and internal policies.
- Performance Monitoring: Monitored and analyzed key performance indicators (KPIs) to evaluate operational effectiveness and support data-driven strategic and compliance-related decisions.
- Cross-functional Collaboration: Worked closely with finance, HR, sales, and operations teams to ensure alignment between business objectives, legal requirements, and operational execution.
- Risk Management: Identified potential business and operational risks and supported the development of mitigation strategies to protect company interests and ensure continuity.
- Budgeting & Financial Oversight: Assisted in budget planning and financial oversight to ensure cost efficiency, compliance with internal controls, and alignment with approved financial frameworks.

Legal Affairs & Compliance / Risk Manager

Corporate Environment (Retail & FMCG 2020-2022)

- Drafted and reviewed commercial contracts and agreements with suppliers and partners.
- Ensured compliance with internal policies and applicable Saudi regulations.
- Conducted legal and operational risk assessments.
- Prepared compliance and risk reports for senior management.
- Supported commercial negotiations from a legal perspective.
- Coordinated with cross-functional teams to ensure regulatory alignment.

  Ensuring the safety of employees and the organization, with a duty to execute all tasks with the utmost accuracy.
- Ensuring that all employees are fully informed and updated regarding the organization's policies, regulations, and procedures.
- Addressing and resolving employee issues related to legal risk and compliance.
- Advising management on the development and implementation of compliance programs.
- Adhering to training protocols and supervising staff to ensure compliance with rules and regulations.
- Regularly reviewing and updating rules, reports, and procedures to identify and mitigate risks.

Al Multaka Business Center

Administration Manager (*2005 –2020*)

I joined as part of the management team and worked my way up to become the admin manager working directly under the CEO on the below.

- Led the creation of a comprehensive event programming plan that increased annual participation rates by 35%. Supervising personnel and staff recruiting
- Managed a portfolio of community events, resulting in a 50% increase in active engagement from existing members.
- Initiated a partnership program, securing 20+ collaborations with industry thought leaders and businesses.
- Drove a consistent brand message across all events, which enhanced community loyalty and brand recognition.

Abdulrahman Bin Saeed Law Office

Legal Consulting (*2007 – 2011*)

- Drafted and reviewed commercial contracts and MOUs.
- Assisted in corporate legal matters and client consultations.
- Provided legal support related to business operations.

Al Zeer Real Estate Company

Legal Secretary (2004- 2005)

- Communication with potential clients
- Researching relevant cases
- Preparing documents and legal arguments
- Extensive professional training for nine months at the United Credit Bank, Counter head office in Lebanon.

Personal Information

Marital status: Single. **Date and Place of Birth:** 1976 Riyadh, Saudi Arabia

Residency: Riyadh, Saudi Arabia. **Nationality:** Palestinian.

Education:

- Law bachelor's degree from Beirut Arab University, Lebanon, 2003
- MBA in Business and Management from National Valley University, USA, 2017

Languages

- Arabic: written and spoken.
- English: written and spoken.

Additional qualifications

- English courses at Hammer Smith College, London. (1996)
- Customer service excellence courses with IIR Dubai, April 2011
- Management skills for an Administrative professional with IIR Dubai March 2011
- Effective Management skills at IIR Dubai, March 2011
- MBIT course at Tamayaz, Lebanon, November 2012
- Emotional intelligence course at Tamayyaz, Lebanon November 2012.