MAHMOUD MOHAMMED ALHARTHI

Saudi Bar Association Member | Attorney License No. 475037

Saudi Arabia – Jeddah | +966 568200036

mahmoudalharthi9@gmail.com | linkedin.com/in/mahmoud-mohammed-alhrthi-3a4837412

PROFESSIONAL SUMMARY

Licensed Attorney authorized by the Saudi Ministry of Justice, holding a Bachelor's Degree in Law and Judicial Studies from the University of Jeddah. Possesses practical experience in legal practice through working at law firms in Jeddah.
Experienced in legal research, reviewing contracts and agreements, preparing legal memoranda and pleadings, drafting legal documents, and analyzing legal cases. Skilled in following up litigation procedures through electronic justice platforms, managing case files, communicating with clients and relevant authorities, and providing accurate legal support in compliance with Saudi laws and regulations. Seeking to utilize legal expertise and analytical skills to support organizations, protect legal interests, and deliver effective legal solutions.

EDUCATION

- **Bachelor's Degree in Law and Judicial Studies** | University of Jeddah | 2023 | GPA: 4.43 / 5 | Grade: Very Good with Second-Class Honors
- Recipient of the University of Jeddah Excellence Certificate.

PROFESSIONAL EXPERIENCE

Attorney | Dr. Mohammed Al-Buqami Law Firm for Legal Services and Consultancy | Jeddah, Saudi Arabia
April 2024 – May 2026

- Managed and handled ~60 legal cases through all litigation stages with supervising attorney.
- Represented clients in ~75 court hearings across various courts and judicial bodies.
- Participated in ~15 field visits with experts, clients, and enforcement officers.
- Provided ~30 legal consultations across different matters.
- Drafted official legal correspondence to government entities and senior officials.
- Organized court schedules, tracked deadlines, and prioritized office workflow.
- Submitted and followed up cases via electronic justice platforms.
- Conducted legal research and reviewed relevant laws and regulations.
- Coordinated with courts and government entities to complete procedures.
- Prepared case files, communicated with clients, and collected evidence.

Legal Trainee | Hamdan Al-Maimouni Law Firm for Legal Services and Consultancy
University Cooperative Training Program | 8 Months | 2024

- Attended court hearings as an observer and analyzed ongoing cases.
- Assisted in preparing legal memoranda and legal documents.
- Studied cases, supported legal consultations, and performed daily legal tasks.
- Followed court hearing schedules and coordinated with clients regarding ongoing cases.
- Analyzed court decisions and provided recommendations related to various legal matters.

PROFESSIONAL LICENSES & MEMBERSHIPS

- **Basic Member | Saudi Bar Association** | Membership No.: 317333 | Issue Date: 17/05/2026
- **Legal Practice License | Ministry of Justice – Kingdom of Saudi Arabia** | License No.: 475037 | Issue Date: 13/05/2026

TRAINING COURSES

- **Lawyers Development Program | Judicial Training Center | 2026**

RECOMMENDATION CERTIFICATES

- **Recommendation Letter from Dr. Bassiouni Shawky Ahmed** | Assistant Professor – Faculty of Sharia and Law, University of Jeddah | Email: bsahamed@uj.edu.sa | Mobile: 05517158187
- **Recommendation Letter from Dr. Najeeb Omar Anouinti** | Assistant Professor – Faculty of Sharia and Law, University of Jeddah | Email: a.ouinette@uj.edu.sa | Mobile: 0557158187

KEY SKILLS

- **PERSONAL SKILLS:** Effective Communication with Clients and Relevant Authorities | Legal Work Organization and Follow-up | Time Management and Prioritization | Working Under Pressure | Teamwork | Problem Solving and Decision Making | Attention to Detail | Professional Confidentiality and Legal Ethics
- **LEGAL SKILLS:** Contract and Agreement Review | Legal Consultation | Legal Research | Legal Case Analysis | Preparation of Legal Pleadings and Memoranda | Legal Drafting | Legal Document Review and Preparation | Risk Assessment | Knowledge of Saudi Laws and Regulations | Court Representation | Case File Management | Litigation Procedures Follow-up | Legal Reports Preparation | Judicial Procedures Management
- **TECHNICAL SKILLS:** Najiz Platform (Ministry of Justice) | Electronic Legal Research | Microsoft Office Applications | Electronic Spreadsheet Management | Legal Report Preparation | Digital File Management | AI Tools for Legal Research | Electronic Document Archiving | Electronic Correspondence Systems | Legal Database Organization | Legal Presentation Preparation

LANGUAGES

- **English:** Advanced Level
- **Arabic:** Native