Manar Ali Alshehri

+966 500 413 126 manaralshehree@gmail.com Manar-Alshehri Riyadh, Saudi Arabia

SUMMARY

Dedicated Law graduate adept at critical analysis and legal problem-solving with deep knowledge of laws and ethical values. Well-rounded with certifications, volunteer work, and competition participation, showcasing strong technical and soft skills for professional growth.

EXPERIENCE

Legal Specialist (GDP) | Saudi Pharmaceutical Industries and Medical Appliances Corporation (SPIMACO) | Riyadh, Saudi Arabia

April 2025 - Present.

- Assisted in reviewing and drafting contracts to ensure compliance with company policies and Saudi regulations.
- Overseeing tender processes and evaluating bids in compliance with regulations and company policies
- Monitored and verified that purchase orders were processed, and payments completed on time.
- Managing supplier data and follow-up through the SAP system
- Coordinating with suppliers and internal departments to ensure efficient contract execution.

Cooperative training | Public Prosecution | Saudi Arabia

February 2024 - July 2024.

- Conduct legal research on laws and case laws and analyze legal cases.
- Developing the skills of persuasion, negotiation, and dialogue professionally with different parties.
- Learn about the laws and legislation regulating crimes and penalties.

EDUCATION

Tabuk University | Saudi Arabia

Bachelor's Degree in Law | GPA: 4.73 / 5 With Honors | August 2024.

OTHER

- **Certifications & Courses:**
  - International Certified Corporate Governance (ICCGO) | london governance and compliance Academy | July 2025.
  - Certified GRC professional (GRCP) | OCEG | August 2025.
  - Certified GRC Auditor (GRCA) | OCEG | August 2025.
  - Contract Law: From Trust to Promise to Contract | Harvard University | September 2025.
  - Drafting contracts and memorandums of understanding (MOUs)| Governance Academy| October 2025.
  - Corporate Governance Course | the General Organization for Technical and Vocational Training | 12 hours | December 2023.
  - McKinsey Forward Program for leadership development | 6 months | November 2023.
  - Course on Intellectual Property | The Saudi for Authority Property | 2 months | August 2023.
  - Internal Audit, Compliance, and Fraud Governance Course | LEORON | August 2023.
  - Training program by Lawyer Renad Al-Ghamdi's office and received a certificate for an intensive training program | August 2023.
  - Leadership Fundamentals Course | Harvard University | August 2022.
- **Achievements:**
  - Participated in International Commercial Arbitration Competition | 8 Months.
- **Projects:**
  - Graduation research: Activating the concept of corporate governance and its role in enhancing institutional performance.
- **Volunteers:**
  - Volunteer: Organized the NEOM Forum to showcase projects like Sandala, raised awareness among visitors, provided career guidance, and arranged the CEO's visit | NEOM | 24 Hours.
- **Technical Skills:**
  - Contract Drafting and Negotiation.
  - Ethics and Compliance.
  - Corporate Governance Knowledge.
  - Microsoft Office Suite.
- **Soft Skills**:
  - Communication skills.
  - Creative Problem-Solving.
  - Adaptability and Flexibility.
  - Attention to Detail.
- **Languages:** Arabic, English.