MANAR MESHAL ALTAMIMI

Interested in legal and regulatory work, with experience in providing legal consultations, contract drafting, legal research, and administrative investigations. Seeking to further develop my professional career and contribute to enhancing legal compliance and the quality of legal practice

Relevant Skills

- Data entry & Documentation
- Legal consultations
- Legal writing

Work Experience

Trainee Lawyer
Tmathul law firm
March 2024 - september 2025

- navigating saudi judicial and labor platforms including najiz, qiwa, moen, taradhi, friendly settlement for labor disputes.
- Deep knowledge in labor law with a proven track record of managing labor disputes and representing organizational interests in court.
- provided legal consultations in accordance with regulations
- prepared statements and drafted all types of memorandums.
- litigating and coordinating with regulatory bodies

Trainee Lawyer
Al Hazani and Al Hussein Law Office
September 2023 - November 2023

- Dealing with Najiz System
- The basic of drafting lawsuit statements and regulations
- writing reply brief

Coop training
Al Madinah Health Cluster
December 2022 February 2023

- administrative investigation
- Legal counsel in Administrative law
- Helped the trainer with her motion

Courses

- **The skill of drafting legal note** - prince sultan university
- **The skill of the art and techniques of pleading before the courts** - prince sultan university
- **Excel skills for business: essentials** - Macquarie university
- **Modern search skills, methods, and techniques in intellectual property databases** - prince sultan university

Volunteer Work and Interests

- **Legal secretary** | saaee association for legal services
- **Assistance in organizing the works of prophet's mosque** | the agency of the general presidency for the affairs of prophet's mosque

Education

LLB
taibah university | Al madina Al munawara
GPA: 4.74
Year of graduation: 2023

languages

- Language Arabic (Native)
- English (Step Score: 93)

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Al Madina Al Munawara / Riyadh