Maryam Alzahrani

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SUMMARY

Junior Legal with practical experience in legal research, case analysis, contract drafting, and litigation support. Experienced in managing legal case files, preparing legal documents, and assisting with court procedures in accordance with Saudi law. Knowledgeable in contract drafting and regulatory compliance, with strong analytical skills, attention to detail, and a commitment to delivering accurate legal support.

EXPERIENCE

Khalid Al-sahli Law Firm – Riyadh, Saudi Arabia
Trainee Lawyer | November 16, 2025 - Present

- Represented clients in court hearings, including appeal hearings, by reviewing case files, analyzing legal issues, supporting litigation preparation, and post-hearing reporting to support case follow-up and client updates.
- Draft statements of claim, legal memoranda, appeal memoranda, legal notices, settlement letters, and debt restructuring agreements in compliance with Saudi legal and procedural requirements.
- Conduct legal research and analyze Saudi laws and regulations to strengthen legal arguments, support litigation strategies, review contracts, identify legal risks, and improve contractual drafting.
- Manage litigation procedures through the **Najiz** and **Moeen** platforms by electronically filing more than **60** lawsuits, submitting enforcement applications, and handling case administration from filing through procedural follow-up.
- Participate in reconciliation sessions by facilitating settlement discussions between parties and supporting amicable dispute resolution while safeguarding clients' legal interests.

EDUCATION

Taif University | Saudi Arabia
Bachelor of Law (LLB), Second-Class Honors GPA 3.66/4 | 2022 – 2025.

PROJECT

- The Crime of False Reporting – Comparative study on the definition, elements, and penalties
- Criminal Protection of Civil Contracts – Analysis of legal safeguards and criminal accountability for contract violations
- Principles of International Law in Peace and War and Their Treatment in Islamic Sharia.

Courses

- Judicial Jurisdiction Course – Developed understanding of court procedures, jurisdiction and legal processes | January 2024
- Intensive English Language Course (180 hours, 3 months) Completed a comprehensive English program to enhance professional communication | January – April 2024

Technical Skills:

- Litigation & Court Procedures
- Legal Research & Analysis
- Legal Drafting and Contract Review
- Case Management (Najiz , Moeen)
- Microsoft Office (Word , Excel)

Soft Skills:

- Critical Thinking
- Negotiation
- Attention to Detail
- Time Management
- Professional Ethics

- **Languages**: Arabic, English