Mohammed Almadani

Madinah, Saudi Arabia | mabs.almadani@gmail.com **| 0560201718 |** linkedin.com/Mohammed

Professional Summary

Lawyer with over 3 years of professional experience in litigation, court representation, contract drafting, legal pleadings, legal memoranda preparation, and providing legal and labor law consultations. Experienced in case management, preparing statements of claim, legal research and analysis, and utilizing judicial platforms such as Najiz and Moeen. Provides practical legal solutions that contribute to protecting interests, managing legal risks, enhancing compliance, and supporting decision-making within organizations.

Core Competencies

- Litigation and Court Representation | Contract Drafting | Legal Consultations | Legal Research and Analysis | Legal Pleadings and Memoranda | Labor Law Consultations | Judicial Platforms (Najiz and Moeen) | Negotiation | Dispute Resolution

Professional Experience

Jawab Law Firm & Legal Consultations | Lawyer | Feb 2024 – Present

- Represent clients before courts and judicial authorities while managing litigation procedures effectively.
- Draft contracts, agreements, legal memoranda, and pleadings while providing legal and labor consultations.
- Conduct legal research, prepare claims, manage cases, and improve client satisfaction from 75% to 90%.

Khuzaymah Travel & Tourism Company | Legal Specialist | Dec 2023 – Feb 2024

- Draft legal memoranda and review commercial contracts to ensure legal compliance.
- Provide legal consultations to management regarding contractual and regulatory matters.
- Follow up on legal procedures and represent the company before relevant authorities.

King Salman Medical City | Legal Trainee | Aug 2022 – Dec 2022

- Applied judicial jurisdiction principles and litigation procedures through practical legal cases.
- Prepared statements of claim and legal memoranda during simulated court proceedings.
- Conducted legal research and prepared legal documents related to judicial procedures.

Abdulrahman Trading Establishment | Administrative Clerk | Apr 2018 – Nov 2018

- Managed data entry processes and updated administrative records with accuracy.
- Prepared periodic reports and organized documents to support administrative operations.
- Maintained files and records while ensuring proper document organization.

Education

- **Bachelor of Law** | Taibah University | 2023

Professional Certifications

- **Labor Consultation License** | Ministry of Human Resources and Social Development | License No.: 102116-19492900 | Feb 2026
- **SASL Saudi Professional Accreditation for Legal Practitioners** | Saudi Professional Accreditation for Legal Practitioners

Training Courses

- **Sports Law (Course in Sports Law)** | Taibah University | 2025
- **Business Model and Investment Opportunity Analysis for Startups** | Riyadah | 2025
- **Fundamentals of Human Resource Management** | Riyadah | 2025
- **Franchising** | Riyadah | 2025
- **Fundamentals of Financial Analysis** | Riyadah | 2025
- **Professional Growth** | Al Rowad Academy | 2025
- **Legal Awareness** | Taibah University | 2024
- **Contract Drafting** | Nahw Al-Najah Training Center | 2024
- **Building Legal Personality** | Taibah University | 2024
- **Advocacy Skills in Endowment Cases** | Nahw Al-Najah Training Center | Sep 2023
- **Drafting Endowment Contracts** | Nahw Al-Najah Training Center | 2023
- **Judicial Jurisdiction** | Taibah University – Law Department | Jan 2023
- **Legal Consulting Skills** | Taibah University | 2023

Projects

- **Environmental Protection in the Saudi Legal System** | Graduation Project | Taibah University | 2023

Professional Memberships

- **Darb Legal Association** | Member | 2024

Skills

Personal Skills

- Effective Communication | Negotiation | Analytical Thinking | Problem Solving | Time Management | Decision-Making | Client Relationship Management | Working Under Pressure | Organization | Attention to Detail

Technical Skills

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) | Power BI | Tableau | Python | Java | SQL | Adobe Photoshop | AutoCAD | SAP ERP | Oracle ERP

Languages

- **Arabic :** Native
- **English :** Intermediate