ASMA ABDULLAH ALTOOM

Saudi Arabia - Riyadh **aaltoom68@gmail.com** **0555026122**

CAREER OBJECTIVE

I am a law graduate with a comprehensive understanding of legal principles and practices, gained through professional certifications and practical training in the field. I also possess exceptional skills in drafting and writing contracts, and preparing pleadings and legal memoranda. I am eager to utilize these skills in a professional and distinguished work environment.

EDUCATION

Degree: Bachelor's
Major: Law
Institution: Princess Nourah bint Abdulrahman University
Graduation Date: 19/6/2023
GPA: Excellent

Degree: Higher Diploma in Law Practice
Institution: Judicial Training Center
Graduation Date: 16/ 6/ 2026

EXPERIENCE

Legal specialist (Tamheer)
Quality Education Company
March 2025 - September 2025
Chief Operating Officer (coo)
Faisal Al-Ruwais Law Firm Legal Consulting
February 2026 - April 2026

COURSES

- **Introduction to Intellectual Property**
(Intellectual Property Academy)
- **Preparing Tender Documents for the Government Procurement System**
(Institute of Public Administration (IPA) – Ithraei Platform)
- **Risk Management Course**
(Human Resources Development Fund – Hadaf)
- **Franchise Contracts Course**
(Monsha'at Academy)
- **Executive Secretary Course**
(Human Resources Development Fund – Hadaf)
- **Contract Drafting Course**
(Technical and Vocational Training Corporation)
- **Methods of Appeal and Objection to Judgments**
(Technical and Vocational Training Corporation)

PROFESSIONAL TESTS AND CERTIFICATIONS

- **Professional Certificate in Insurance Fundamentals (IFCE)**
(Financial Academy)
- **Professional Certificate in Compliance Fundamentals**
(Financial Academy)
- **Credit Counselor Professional Exam**
(Financial Academy)

SKILLS

- Proficiency in English (spoken and written)
- Effective communication
- Proficiency in Microsoft Office programs
- Drafting contracts and agreements
- Providing legal consultations
- Drafting regulations and legal memoranda
- Trademark Registration