RAWAN ALKHALDI
Licensed Lawyer

PHONE NUMBER: (050) 828-2970
EMAIL: R.alkhaldi96@gmail.com
ADDRESS: Khobar, Eastern Province, 34217

Dedicated professional with proven knowledge in saudi laws, creative thinking, legal research and communication skills. detail-oriented in problem-solving and planning. Aiming to leverage my abilities to successfully fill the vacancy at your organization.

EXPERIENCE

Trainee Lawyer
ASAT Law Firm Lawyers And Legal Advisers, Khobar, Eastern Province — Jan 2021 - Jan 2023

- Prepared, drafted and reviewed legal memorandums(judiciary and arbitration), lawsuits, article of association, real estate deeds, leases and various types of contracts in both arabic and english.
- Attended hearings as a representative of corporate entities and firm clients.
- Analyzed probable outcomes of cases, using knowledge of legal precedents and laws.
- Gathered evidence to formulate defense and to initiate legal actions by such means as interviewing clients and witnesses to ascertain facts of case.
- Negotiated settlements.
- Adhered to quality and service standards to support operational goals.
- Met deadlines while maintaining high-quality deliverables.

Internship Student
Altawan Alkhaleeji Petroleum Company (L.L.C)., Khobar, Eastern Province — May 2020 - Jul 2020

- Took meeting minutes at company's meetings and documented the important information.
- Updated company's social media profiles and websites with current information.
- Drafted and proofed legal correspondence to verify details and reduce errors.
- Developed and maintained filing systems.

Professor Assistant Of Law
Part Time Job At PMU Law Department., Khobar, Eastern Province — Feb 2019 - Apr 2019

- Assisted the professor with lesson planning and students evaluations.
- Coordinated campus activities resulting in increased morale and student networking.

EDUCATION

Bachelor's Degree In Law
Prince Mohammad Bin Fahd University, Khobar, Eastern Province — Aug 2020

SKILLS

- Evaluating Documents.
- Legal Document Preparation.
- Critical and Creative Thinking and Logical Reasoning.
- Legal Writing.
- Case Law and Outcome Analysis.
- Client Representation and Advisement.
- Legal and Public Record Research.

CERTIFICATIONS

- Venture Deals Online Course (الاستمثار الجريئ).
- Cyber Blackmail - Waeya Program.

LANGUAGES

Arabic
Native

English
Fluent

LAST UPDATE: 24 NOV 2023