Najla Khaled Alshayji

Corporate Law | Legal Advisory | Regulatory Compliance

+966 580063266 Najlaalshayji@gmail.com Al Khobar, Saudi

PROFESSIONAL

Legal Specialist with experience in corporate, commercial, and regulatory law, skilled in drafting legal documents, contracts, and providing legal advisory support. Strong background in compliance, legal research, and corporate governance with proven ability to handle complex legal matters in a professional environment. Seeking to develop a long-term career in corporate and commercial legal practice with a focus on legal advisory, compliance, and dispute resolution.

EXPERIENCE

Al Waleed Investment Group | Saudi Arabia

Legal Specialist | September 2024 – Present

Key Achievements

- Strengthened contract review processes to improve legal accuracy and compliance standards.
- Enhanced coordination between legal and operational departments for faster legal approvals.
- Contributed to improving corporate governance and regulatory adherence within the organization.

Core Responsibilities

- Draft legal memoranda, contracts, and official correspondence ensuring full regulatory compliance.
- Provide legal consultations with internal departments on corporate and commercial matters.
- Represent the company before judicial and governmental authorities and support litigation strategies.

Saudi Commercial Control Center | Saudi Arabia

Legal Memorandum Evaluator | November 2024 – March 2025

Key Achievements

- Improved consistency in evaluation standards across multiple arbitration submissions.
- Supported fair and structured assessment of legal competition entries.
- Contributed to enhancing the overall quality of arbitration evaluation process.

Core Responsibilities

- Evaluate legal memoranda submitted for the Commercial Arbitration Competition (Edition 6).
- Assess submissions based on legal accuracy, structure, and arbitration standards.
- Provide detailed analytical feedback on legal arguments and documentation.

Saudi Aramco | Saudi Arabia

Legal Intern | June 2023 – August 2023

Key Achievements

- Supported development of internal compliance and regulatory frameworks.
- Contributed to improving clarity and structure of internal legal policies.
- Assisted in legal projects related to labor law reform and corporate governance initiatives.

Core Responsibilities

- Draft legal documents and provide legal support to multiple departments.
- Conduct legal research in labor and corporate law matters.
- Assist in developing internal regulations and governance policies.

ACADEMIC BACKGROUND

Prince Mohammad Bin Fahd University – College of Law | Saudi Arabia

Bachelor of Law (LLB) | GPA: 3.74 / 4 | September 2019 – June 2024

CERTIFICATIONS & LICENSES

- Labor Law Consultancy License | Issued Ministry of Human Resources (HRSD) | August ,2026
- Real Estate Registration Practice License | Issued by the Real Estate General Authority (REGA) | August ,2025

SKILLS

Legal Expertise

- Contract Drafting
- Legal Research
- Corporate Law

Analytical Skills

- Legal Analysis
- Risk Assessment
- Critical Thinking
- Problem Solving

Communication Skills

- Legal Writing
- Client Consultation
- Stakeholder Communication

Professional Competencies

- Corporate Governance
- Policy Development
- Dispute Resolution
- Time Management

LANGUAGES

- Arabic
- English