NOOR ALZAKI

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EDUCATION

BA Law, Prince Mohammed bin Fahd University, Khobar, Saudi Arabia 08/2020 – 01/2025

- GPA: 3.55/4

WORK EXPERIENCE

Legal Specialist, Corporate Department, Al Tamimi & Co, Khobar, Saudi Arabia 09/2025 – Present

- Drafted corporate legal memos and reviewed shareholders' agreements (SHAs) and an escrow account agreement.
- Drafted and reviewed contracts for the corporate team.
- Supported the team on a share transfer of a KSA company with foreign shareholders.
- Assisted in advising companies on corporate legal matters.
- Co-authoring an article on nuclear energy in Saudi Arabia.

Legal Intern, Saudi National Bank, Khobar, Saudi Arabia 01/2025 – 03/2025

- Researched and drafted legal documents and memos in Arabic for the banking sector.
- Analyzed and drafted documents under Saudi commercial papers law.
- Built working knowledge of Saudi banking regulations and compliance requirements.

Legal Intern, SAP KSA Software Service Co. Ltd, Khobar, Saudi Arabia 08/2024 – 11/2024

- Studied the EU Standard Contractual Clauses (SCCs) to understand cross-border data transfer mechanisms.
- Reviewed contracts and provided legal opinions.
- Wrote a memo comparing liability under French and Saudi civil law.
- Prepared a memo on competition rules within the CST (Communications, Space and Technology Commission) framework.

Fellow, Young Legal Leaders, Riyadh, Saudi Arabia 08/2025 – 11/2025

- Attended legal workshops on regulatory matters, IPOs, CMA, M&A, the energy sector, and government matters.
- Worked on legal projects to develop practical, actionable solutions.
- Conducted legal research with the Ministry of Commerce.

EXTRACURRICULAR ACTIVITIES

Journalist, Social Life Department, PMU, Khobar, Saudi Arabia 01/2023 – 06/2023

- Authored seven articles covering diverse campus events.

PR Officer, Law Club, PMU, Khobar, Saudi Arabia 08/2023 – 05/2024

- Oversaw planning and execution of events, including workshops and networking sessions.
- Collected attendee feedback for continuous improvement.
- Collaborated with fellow officers and faculty advisors.

CERTIFICATIONS AND TRAINING

- Avoiding Intellectual Property Risks, SAP, Khobar — 08/2024
- SAP Global Data Protection & Privacy Baseline Training, SAP, Khobar — 08/2024
- KTrade Trading Titans (Certificate of Achievement), PMU, Khobar — 04/2024 – 05/2024
- Certificate of Participation: The Futures Studies Club (UNESCO), PMU, Khobar — 06/2024

SKILLS

IT: MS Excel, MS PowerPoint, MS Word, Teams, Google Sheets, Google Docs
Technical: Drafting responses to public consultations, legal notices, and legal memos
Languages: English (Fluent), Arabic (Native)

HOBBIES AND INTERESTS

Volunteering, investing in the stock market, analyzing judicial decisions, exploring new bakeries, blogging on natural hair care and wellness.