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

Internship, Saudi National Bank, Khobar - Saudi Arabia 01/2025 – 03/2025

- Gained hands-on experience in legal research and writing, drafting legal documents and memos in Arabic for the banking sector.
- Demonstrated proficiency in commercial papers laws in Saudi Arabia, including the analysis and drafting of related legal documents.
- Developed a comprehensive understanding of banking regulations and compliance requirements under Saudi banking laws.

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

- Reading and studying the EU Standard Contractual Clauses (SCC) convention to enhance understanding of cross-border data transfer mechanisms.
- Reviewing and providing legal opinions on various contracts.
- Writing a memo analyzing liability comparisons between French and Saudi civil law.
- Preparing a memo on the competition rules within the Saudi Communications and Technology (CST) framework.

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

- Attended legal workshops on various topics, including regulatory matters, IPO's, CMA, M&A, Energy sector, and Government matters.
- Worked on legal projects to provide actionable solutions.
- Conducted legal research with the Ministry of Commerce.

Intern, Al Tamimi and Co, Khobar - Saudi Arabia 09/2025 – Present

- Assisted in drafting memos for the corporate department.
- Reviewed SHA contracts.
- Reviewed an Escrow Account Agreement.
- Assisted with consulting companies on corporate legal matters.

EXTRACURRICULAR ACTIVITIES

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

- Demonstrated strong writing skills as a Journalist.
- Authored seven insightful articles covering diverse campus events.

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

- Oversaw the successful planning and execution of diverse events, including workshops and networking sessions.
- Fostered a sense of community and collected valuable feedback for continuous improvement.
- Collaborated seamlessly with fellow officers and faculty advisors.

CERTIFICATIONS AND TRAINING

Avoiding Intellectual Property Risks, SAP, Khobar - Saudi Arabia — 08/2024

SAP Global Data Protection & Privacy Baseline Training, SAP, Khobar - Saudi Arabia — 08/2024

KTrade Trading Titans (Certificate of Achievement), PMU, Khobar - Saudi Arabia — 04/2024 – 05/2024

Certification of Participation in: The Futures Studies Club (UNSCO), PMU, Khobar - Saudi Arabia — 06/2024

SKILLS

IT: MS Excel, MS PowerPoint, MS Word, Teams, Google Sheets, Google Docs

Technical Skills: Drafting a response to the public consultation, Drafting legal notice, Writing memo

Languages: English - Fluent, Arabic - Native

HOBBIES AND INTERESTS

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