Raghad Abdulrahman Al-Qadi

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PROFESSIONAL OBJECTIVE

Law graduate from King Abdulaziz University, currently studying a Postgraduate Diploma in Law Practice at the Judicial Training Center. Holding diverse experience in legal affairs, contract management, and dispute resolution, in addition to administrative expertise in healthcare and organizational operations. Seeking to join a leading organization as a Legal Advisor, Legal Administrator, Contract Specialist, or Corporate Legal Consultant, where I can contribute to regulatory compliance, legal documentation, process improvement, and administrative efficiency, while supporting Saudi Vision 2030.

EDUCATION

Bachelor's in Law

King Abdulaziz University – Saudi Arabia

Graduation Year: January 2025

❖ **Postgraduate Diploma in Law Practice (Currently studying)**

Judicial Training Center – Saudi Arabia

EXPERIENCE

Head of Patient Experience – Dr. Sulaiman Al Habib Hospital

April 2025 – August 2025

- Closed and followed up on 937 Ministry of Health reports, ensuring compliance and rapid response
- Managed patient experience programs and developed service quality improvement strategies.
- Handled patient feedback and complaints, ensuring effective and timely resolutions.
- Prepared and analyzed periodic performance reports, ensuring continuous improvement in patient satisfaction levels.
- Coordinated between medical and administrative departments to provide integrated and seamless services.
- Organized internal workshops and training sessions to improve service delivery and raise awareness.

Legal Intern – Legal Affairs Department | Jeddah Municipality

September 2024 – October 2024

- Assisted in drafting official correspondence, contracts, and regulatory legal documents.
- Supported the legal team in reviewing and analyzing municipal and corporate legal files.
- Followed up on ongoing cases and ensured compliance with applicable regulations.
- Contributed to drafting and documenting agreements and dispute resolution reports.
- Participated in improving administrative procedures and strengthening legal compliance practices.

Legal Intern – Law Firm

2022 – 2024

- Drafted legal memoranda and reviewed commercial, corporate, and litigation contracts.
- Conducted comprehensive legal research and case analysis to support attorneys in court.
- Attended court sessions and documented proceedings with accuracy and confidentiality.
- Prepared follow-up reports with recommendations to support case strategies.
- Organized and archived legal files according to confidentiality and compliance standards.

TRAINING COURSES

- Contract Drafting Course
- Case Summarization Course
- Legal Procedures under Sharia and Law Course
- Workplace Stress Management Course

SKILLS

Technical Skills

- Contract drafting and review
- Legal research and analysis
- Regulatory compliance and corporate governance
- Litigation and dispute resolution support
- Case management and documentation
- Legal memorandum and report writing
- Reviewing official and corporate documents
- Proofreading and editing legal texts

Soft Skills

- Microsoft Office (Excel, Word, PowerPoint)
- Professional communication and etiquette
- Time management and prioritization
- Ability to perform under pressure
- Collaboration and teamwork
- Continuous learning and self-development
- Critical thinking and problem solving
- Effective interpersonal communication

LANGUAGES

- **Arabic:** Native
- **English:** Excellent