Reenad Alqahtani

Legal Affairs | Contract Drafting | Litigation Support

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PROFESSIONAL PROFILE

A law graduate from Prince Sultan University with hands-on experience in legal affairs, specializing in contract drafting and review, legal research, and risk analysis. Skilled in preparing legal memoranda, managing case files, and supporting litigation processes. Known for accuracy, attention to detail, and strong organizational and analytical skills, with a commitment to developing professionally and contributing effectively to legal teams and client success.

EXPERIENCE

Legal Affairs – Government Entity | Saudi Arabia
Trainee | December 2024 – July 2025.

Key Achievements
- Reviewed and analyzed contracts to ensure regulatory compliance and mitigate legal risks.
- Prepared precise legal reports assessing the implications of contract amendments.
- Advised the Human Resources department on implementing internal policies in line with applicable laws.

Core Responsibilities
- Drafted legal memoranda and analytical reports on labor-related matters.
- Monitored and organized contract schedules and data to ensure accurate tracking of legal obligations.
- Supported re-tendering and procurement processes in compliance with legal procedures.

Fahad Al-Nasser Law Firm | Saudi Arabia
Trainee | June 2023 – August 2023.

Key Achievements
- Prepared clear case summaries highlighting key facts and legal issues to support client consultations.
- Analyzed case files to identify strengths and weaknesses contributing to case strategy discussions.
- Observed court proceedings and reflected on litigation techniques to strengthen legal understanding.

Core Responsibilities
- Maintained and organized legal files with strict adherence to confidentiality and data protection standards.
- Coordinated legal meetings, prepared agendas, and recorded accurate minutes for follow-up actions.
- Managed and reviewed legal documents to ensure proper filing, version control, and accessibility.

ACADEMIC BACKGROUND

Prince Sultan University | Saudi Arabia
Bachelor's Degree in Law | August 2025.

CERTIFICATIONS & COURSES

- GRCP – Governance, Risk & Compliance Professional | August 2025.
- Report Preparation and Data Analysis | July 2025.
- Governance in the Public Sector | June 2025.
- Global Deals Practitioner Perspectives | Prince Sultan University in collaboration with the Public Investment Fund | January 2024 - March 2024.

SKILLS

Legal Skills:
- Contract Drafting & Review.
- Legal Research & Analysis.
- Case Analysis & Strategy.
- Legal Risk Assessment.

Technical Skills:
- Excel Data Analysis.
- Power BI Reporting.
- Legal Document Systems.
- Legal Research Databases.

Professional Skills:
- Client Communication Skills.
- Case File Management.
- Litigation Support Tasks.
- Time Management Skills.

Personal Skills:
- Critical Thinking Skills.
- Attention to Detail.
- Effective Communication Skills.
- Problem Solving Skills.

LANGUAGES

- Arabic.
- English.