ABDULAZIZ ALHUMAIDI

+966 51 150 5156 | az.aalhumaidi@gmail.com | Riyadh, Saudi Arabia

OBJECTIVE

Law graduate with two years of hands-on legal experience. Seeking to apply my academic knowledge and practical skills in a professional environment that values growth, excellence, and legal integrity.

EDUCATION

Buraydah Colleges | **Buraydah, Saudi Arabia**
Bachelor's in law (Diploma Equivalency) | GPA: 4.72/5 | Second Class Honors | Graduated: January 2025

King Saud University | **Riyadh, Saudi Arabia**
Diploma in Law | GPA: 4.36/5 | Second Class Honors | Graduated: June 2022

EXPERIENCE

Mowafak Contracting Company Ltd | **Riyadh, Saudi Arabia**
Legal Specialist | January 2023 – April 2025.

- Represented the company in legal matters before government authorities.
- Reviewed and responded to complaints against the organization, including relevant documents and evidence.
- Managed company real estate matters with clients, resolved issues, and ensured timely rent collection.
- Handled government electronic platforms and completed administrative tasks and transactions efficiently.
- Provided comprehensive administrative support to the legal representative.

The Law Firm of Majed M Garoub | **Riyadh, Saudi Arabia**
Legal Secretary (COOP) | January 2022 – June 2022.

- Organized and managed legal documents for easy access.
- Provided administrative and legal support to lawyers in case preparation.
- Facilitated communication between legal parties, tracked case progress.
- Collaborated on government projects with the office.
- Represented the office at legal exhibitions and conferences.

National Communication Company | **Riyadh, Saudi Arabia**
Marketing Specialist | January 2019 – June 2022.

- Planned and executed marketing campaigns to attract new clients and expand market share.
- Developed effective marketing strategies to grow the customer base and drive business growth.
- Communicated with businesses to promote company products and build strong partnerships.
- Coordinated between marketing and sales teams to ensure prompt execution after client approval.
- Prepared detailed reports to measure the impact of marketing campaigns on company revenue.

COURSES:

Imam Muhammad Ibn Saud Islamic University | **Riyadh, Saudi Arabia**
Computer Applications | Score: 99/100 | September 2020 – April 2021

SKILLS

- Litigation Skills
- GRC Management
- Legal Drafting
- Government e-services handling
- Microsoft Office
- Problem-solving
- Work Under Pressure
- Teamwork

LANGUAGES

- Arabic | Native speaker
- English | Highly proficient