REEMAN ALMUTAIRI

Saudi Arabia | +966544093499 | Reemanalmutairii@gmail.com

SUMMARY

Law graduate with a good understanding of legal principles and practices. Gained practical experience in contract drafting, contract review, and legal research. Possess strong analytical thinking and effective communication skills, and aspire to further develop my legal expertise throughout my career while providing professional and reliable legal support.

EDUCATION

Bachelor of Law **August 2022 - Jun 2026**
University of Jeddah

EXPERIENCE

Legal Intern - Petromin Corporation, Jeddah **January 2026 - April 2026**
Legal Department

- Contributed to providing legal consultations and appropriate recommendations
- Drafted and reviewed contracts
- Conducted legal research
- Collaborated with team members to complete legal tasks and meet deadlines

Legal Intern - Traei Law Firm, Jeddah **August 2026 - Present**

- Gained practical experience using Najiz
- Submitted amicable settlement requests through the Ministry of Human Resources and Social Development platform

CERTIFICATIONS

GRCP - Governance, Risk & Compliance Professional | OCEG **May 2026**

Contract Drafting Course | Azad Training Center **January 2026**

SKILLS

- Contract Review
- Legal Research
- Contract Drafting
- Analytical Thinking
- Attention to Detail
- Adaptability
- Professional Communication
- Problem Solving
- Continuous Learning
- Teamwork

LANGUAGES

Arabic
English