Roaa M. Fal

LEGAL SPECIALIST

PROFESSIONAL SUMMARY

Licensed legal professional with 5 years of experience in corporate legal advisory, contract drafting and review, compliance, governance, and legal research. Experienced in supporting executive management, reviewing and negotiating commercial agreements, advising on labour and procurement matters, and handling bilingual Arabic/English legal documentation in line with Saudi legal and regulatory requirements.

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Jeddah, Saudi Arabia

EDUCATION

Bachelor of Law | 2017-2021
Dar Al Hekma University , *Jeddah*
- GPA 4.27 out of 5 - Second Honors

WORK EXPERIENCE

Internal Auditor| July 2025 - December 2025
Saudi Aramco ExxonMobil Refinery (SAMREF)
- Participated in internal audits across multiple departments, including contracts and technical functions, to assess compliance with company policies, procedures, and internal controls.
- Evaluated departmental operations and control environments to identify compliance gaps and support governance improvement.
- Reviewed and monitored company policies and procedures to support timely updates, regulatory compliance, and adherence to organizational requirements

Legal Associate| December 2023 - July 2025
Saudi Aramco ExxonMobil Refinery (SAMREF)
- Provided legal advisory support to executive management on commercial, procurement, labour, and governance matters.
- Drafted, reviewed, and negotiated a wide range of commercial contracts, NDAs, MOUs, and agreements, including bilingual Arabic/English documentation, ensuring compliance with Saudi law and internal policies.
- Led a contract enhancement initiative in collaboration with Procurement, Contracts, executive leadership, and joint venture stakeholders.
- Drafted employment contracts in line with recent Saudi Labour Law amendments and served as a key legal advisor to HR on employment-related matters.
- Represented Legal in Procurement Review Committee (PRC) meetings, providing legal clearance, risk assessment, and approval support for procurement submissions.
- Led a company policy amendment, including legal drafting, stakeholder coordination, executive alignment, and presentation to the Board of Directors for approval.
- Led the alignment and amendment of the company's Articles of Association in compliance with the amended Saudi Companies Law, including legal drafting, internal approvals, and shareholder coordination.

Legal Researcher| September 2023 - December 2023
Xenel Industries Ltd.

- Supported legal review and drafting of corporate documents, including Articles of Association and Memoranda of Understanding.
- Reviewed agreements and non-disclosure agreements to identify legal risks and ensure contractual clarity and compliance.

Legal Counsel| May 2022 - August 2023
Totalenergies

- Provided legal support on a range of in-house legal matters across the business.
- Advised on general business law issues and supported legal matters related to procurement, safety, and credit control.
- Served as a member of the Crisis Management Committee.
- Worked closely with the Compliance function on ethics, compliance, and governance matters.
- Contributed to the company's Cost Agility Project as part of a successful cross-functional initiative.

Trainee Lawyer| August 2021 - April 2022
Alshangiti & Associates

- Supported the management of client matters, including filing commercial cases through Najiz and Taradi platforms.
- Assisted in legal drafting and preparation of legal consultations.
- Drafted commercial letters and contracts.

Internship| February 2021 - April 2021
Alshangiti & Associates

- Supported the legal team by reviewing and evaluating legal documents, including contracts and supporting case materials.
- Communicated with clients regarding legal documentation and follow-up matters.
- Assisted in organizing legal materials and administrative coordination to support case preparation.

SKILLS

- Contract Drafting & Review • Contract Negotiation • Legal Research • Legal Writing • Corporate Legal Advisory • Labour Law Support • Corporate Governance • Compliance • Procurement Legal Support • Bilingual Legal Documentation (Arabic/English)

LICENSES AND CERTIFICATIONS

- **License to Practice Law** – Ministry of Justice
- **Labor Consultancy License** – Ministry of Human Resources and Social Development
- **Saudi Accreditation Standards for Legal Practitioners (SASL)** - Saudi Bar Association
- **Legal Writing and Drafting Skills** - London Premiere Centre
- **Internal Audit Training** - ISO9001:2015, ISO14001:2015, ISO45001:2018
- **Shariah Advisory Fellowship** - Qadha Association
- **Certificate of Appreciation** - SAMREF Board of Directors Meeting Support