Sadeem AlOthaymini

KSA, Al Khobar | +966 50 157 3300 | sadeemmabdullah@gmail.com

EDUCATION

Prince Mohammad Bin Fahd University — Al Khobar
Graduation date: Jun 2023

Bachelor's of Law

EXPERIENCE

Bander Bin Shamal Law Firm — Dammam
Trainee lawyer — Nov 2024- Present

- Attending court hearings
- Filing lawsuits on Najiz
- Legal drafting of contracts & agreements
- Drafting the statement of claim & reply memos
- Studying case precedents

Ibrahim Saud Al-Humam For Law and Legal Consultations — Al Khobar
Legal Assistant Intern — Jun 2023 – Aug 2023

- Trained to enforce legal practice
- Reviewed contracts & ensured compliance with legal requirements
- Identified and retrieved information to support legal decision-making
- Persistent review of all KSA regulations

King Abdulaziz Center for World Culture -Ithra — Dhahran
Volunteer — Dec 2023- Jun 2024

- Participation in ResiThon Event by OSPAS
- Participation in International Petroleum Technology Conference (IPTC) 2024
- Attendance of Cyber Security Workshop (Shaghaf)

CERTIFICATIONS

SASL (الاعتماد المهني السعودي للقانونيين) | Nov 2024

ILETS | Aug 2024
6 band

Alternative Dispute Resolution (mediation & negotiation) workshop | May 2023
By *PMU* Law Department

Corporate Finance Workshop | Jun 2024
By *PMU* Law Department

Artificial Intelligence in Legal Services Workshop | Jul 2024
By *PMU* Law Department

SKILLS

Microsoft office (Excel, Word, PowerPoint) | Information Analysis & Research | Problem Solving | Leadership | Teamwork| Time Management | Communication | Critical Thinking