# SALAH FAHAD

LICENSED LAWYER | LEGAL COUNSEL | LITIGATION | CONTRACTS | COMPLIANCE

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## PROFESSIONAL SUMMARY

Licensed Lawyer with hands-on experience in litigation, legal drafting, contract review, legal research, and corporate legal support. Skilled in representing clients before Saudi courts, preparing statements of claim, defense memoranda, legal opinions, and reviewing commercial agreements. Experienced in labor, commercial, and civil matters with strong knowledge of Saudi laws and regulations. Recognized for analytical thinking, attention to detail, negotiation skills, and the ability to manage legal matters efficiently while supporting clients and business objectives.

## CORE COMPETENCIES

- Legal Drafting
- Contract Drafting & Review
- Labor Law
- Commercial Law
- Civil Law
- Legal Research
- Court Procedures
- Case Management
- Client Consultation
- Compliance
- Court Representation
- Legal Risk Assessment

## PROFESSIONAL EXPERIENCE

**Lawyer** **2025-2026**

Osama Asaad Al-Yamani Law Firm

- Represent clients before Saudi courts and quasi-judicial committees.
- Draft statements of claim, defense memoranda, appeals, legal notices, and legal opinions.
- Handle labor, commercial, and civil disputes from filing until judgment.
- Review and draft commercial contracts and settlement agreements.
- Conduct legal research and analyze Saudi laws and judicial precedents.
- Provide legal consultations to individuals and corporate clients.
- Coordinate with government authorities and judicial entities.
- Prepare litigation strategies and support successful dispute resolution.

### Key Achievements

- Managed a portfolio of **70+ litigation cases** across labor, commercial, and civil matters.
- Drafted and reviewed **120+ legal documents**, including statements of claim, defense memoranda, legal notices, and legal opinions.
- Reviewed and negotiated **50+ commercial and employment contracts** while identifying and mitigating legal risks.
- Represented clients in **40+ court hearings** before Saudi courts and quasi-judicial committees.
- Achieved favorable outcomes in **multiple labor disputes**, including claims related to unlawful termination, end-of-service benefits, and employment rights.

**Contract Management Specialist** **2024-2025**
**IGC Contracting Company**

- Managed the full contract lifecycle from drafting and review through negotiation, execution, amendments, renewals, and contract close-out.
- Drafted, reviewed, and negotiated construction, commercial, service, and subcontract agreements in accordance with Saudi laws and company policies.
- Identified contractual risks and provided legal recommendations to minimize exposure and protect the company's interests.
- Coordinated with project managers, procurement, finance, and external stakeholders to ensure contractual compliance.
- Administered contract documentation, maintained contract records, and monitored key contractual obligations and deadlines.
- Prepared legal correspondence, variation orders, claims, and contract administration reports.
- Supported dispute resolution by analyzing contractual provisions and preparing legal documentation.

**Key Achievements**

- Managed **100+** commercial and construction contracts throughout their lifecycle.
- Reviewed and negotiated **80+** contracts, ensuring compliance with Saudi regulations and company policies.
- Identified contractual risks and provided legal recommendations that reduced potential legal exposure.
- Improved contract administration processes, resulting in faster contract turnaround and more efficient document management.
- Collaborated with cross-functional teams to ensure timely execution of contractual obligations and project deliverables.

**Legal Specialist – Compliance & Corporate Governance** **2023-2024**
**IFFCO Group**

- Supported the implementation of corporate compliance and governance frameworks in line with Saudi laws, regulations, and internal policies.
- Reviewed commercial contracts, legal agreements, and corporate documents to ensure legal compliance and minimize business risks.
- Monitored regulatory developments and advised internal departments on compliance requirements.
- Assisted in developing, updating, and implementing corporate governance policies, procedures, and internal controls.
- Prepared legal memoranda, compliance reports, board resolutions, and governance documentation.
- Coordinated with internal departments to ensure adherence to legal, regulatory, and corporate governance standards.
- Conducted legal research and provided legal support on compliance, governance, and corporate matters.
- Maintained corporate records and legal documentation while ensuring accuracy, confidentiality, and regulatory compliance.

**Key Achievements**

- Reviewed and assessed **50+** legal and commercial agreements for compliance with applicable regulations and internal policies.
- Contributed to strengthening corporate governance practices by maintaining accurate legal records and governance documentation.
- Supported compliance initiatives that enhanced adherence to regulatory and corporate requirements.
- Assisted in identifying legal and regulatory risks and recommending appropriate mitigation measures.

**Legal Risk Management** **2022-2023**
**Mohammed Aboud Al-Dosary Law Firm**

- Conducted legal risk assessments for commercial contracts, corporate transactions, and business operations.
- Identified potential legal and regulatory risks and provided practical recommendations to mitigate exposure.
- Reviewed contracts, policies, and legal documents to ensure compliance with Saudi laws and company regulations.
- Advised internal stakeholders on legal implications, contractual obligations, and risk mitigation strategies.
- Collaborated with cross-functional teams to proactively manage legal risks associated with commercial activities.
- Monitored changes in laws and regulations and assessed their impact on business operations.
- Developed legal risk reports and supported decision-making by providing legal analysis and recommendations.
- Assisted in resolving contractual disputes and minimizing legal liabilities through preventive legal measures.

**Key Achievements**

- Conducted legal risk assessments for **100+** commercial agreements and legal documents.
- Identified contractual and regulatory risks, contributing to improved legal compliance and reduced business exposure.
- Supported the implementation of legal risk mitigation measures across multiple business functions.
- Improved contract review processes by identifying high-risk clauses and recommending appropriate legal protections.

**Corporate Law** **2021-2022**
**AlRowaad Law Firm**

- Provided legal support on corporate governance, regulatory compliance, and corporate legal matters.
- Drafted, reviewed, and negotiated commercial contracts, shareholder agreements, and corporate legal documents.
- Advised management on corporate legal issues, regulatory obligations, and business transactions.
- Assisted in company formation, corporate restructuring, and amendments to constitutional documents.
- Prepared board resolutions, shareholders' resolutions, powers of attorney, and corporate governance documentation.
- Conducted legal due diligence for commercial transactions and corporate projects.
- Ensured compliance with the Saudi Companies Law and other applicable regulations.
- Managed corporate records and coordinated with regulatory authorities regarding corporate filings and legal requirements.
- Identified legal risks associated with corporate transactions and recommended practical risk mitigation strategies.
- Collaborated with internal departments to support business operations while ensuring legal and regulatory compliance.

**Key Achievements**

- Drafted and reviewed **100+** corporate and commercial legal documents.
- Supported the legal aspects of corporate governance and compliance initiatives.
- Reviewed and negotiated **80+** commercial agreements while minimizing legal and contractual risks.
- Assisted in maintaining full compliance with Saudi Companies Law and corporate governance requirements.
- Supported successful completion of corporate transactions through effective legal analysis and documentation.

**Legal Intern**
**Faisal Al-Gharbi Law Firm** **2021-2021**

- Drafted legal correspondence, statements of claim, defense memoranda, and other litigation-related legal documents.
- Conducted comprehensive legal research and case analysis to support litigation strategies and dispute resolution.
- Assisted in representing clients by preparing legal arguments, evidence, and case documentation for court proceedings.
- Attended court hearings and documented judicial proceedings while supporting litigation activities.
- Assisted in arbitration and mediation matters, including case preparation and legal documentation.
- Reviewed legal documents and provided legal analysis in labor, commercial, and civil disputes.
- Coordinated with clients and relevant authorities regarding legal procedures and case progress.

**Key Achievements**

- Assisted in managing **40+** litigation files across labor, commercial, and civil matters.
- Drafted and reviewed **70+** legal documents, including pleadings, memoranda, and legal correspondence.
- Contributed to case preparation for **30+** court hearings and dispute resolution proceedings.
- Supported legal research and analysis that strengthened litigation strategies and client representation.

## EDUCATION

**Bachelor of Laws (LL.B.)**
**King Abdulaziz University** **2016-2021**
GPA: 4.01/5.00

## LICENSES & CERTIFICATIONS

- Licensed Lawyer-Saudi Arabia
- 100 Hours of Accredited Lawyer Development Training Courses

## LANGUAGES

Arabic (Native) | English (Fluent)

## TECHNICAL SKILLS

- Saudi Judicial E-Platforms (**Najiz, Moeen, Taradhi, MHRSD Settlement Platform (Taswiyat) Public Prosecution Portal**)
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Legal Research
- Digital Case Management
- Document Management Systems