Shahad Khalid Al Dallan

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Summary

I am a dedicated law graduate from King Saud University with practical experience in contract drafting, legal research, client communication, and memorandum writing. I have completed over 40 legal courses and hold a diploma in Legal Translation and the Language of Contracts, enhancing my ability to draft and communicate effectively in both Arabic and English. My primary interests lie in corporate transactions, cross-border disputes, dispute resolution. I am eager to contribute to a high-performing, globally minded legal team where I can add value from the outset and further develop the skills required to thrive in complex, international legal environments.

WorkExperience

BSA Law firm — Co-op Training

January — June 2025

Litigation & corporate Department:

- Conducted legal research and case analysis to support litigation strategies.
- Drafted legal memoranda, meeting minutes, and a formal criminal complaint.
- Reviewed client contracts and collaborated with legal advisors on proposed amendments.
- Attended client meetings and addressed legal inquiries with timely legal input.
- Assisted with company incorporation procedures and foreign investment filings.
- Participated in legal due diligence for corporate transactions.
- Reviewed and amended Articles of Association and other corporate documents.
- Prepared and submitted Power of Attorney (POA) documents to relevant authorities.
- Gained hands-on experience in client intake and onboarding procedures at a law firm.
- Supported trademark and trade name registration processes.
- Supported on matters involving the Regional Headquarters (RHQ) license, gaining familiarity with compliance requirements for multinational corporations.
- Attended client meetings, contributed to internal legal discussions, and assisted across various corporate tasks.

BinSadhanOffice—SummerInternship

July — August 2023

- Conducted legal research and analysis to support ongoing matters.
- Participated in client meetings and observed case strategy development discussion.

Ali Bin Kayal Law Firm – Internship

December 2022 — January 2023

- Took the lead in researching and explaining the newly introduced Civil Transactions Law to the legal team at a time when official resources were limited.
- Analyzed and interpreted selected articles, producing clear summaries to support internal understanding and application.
- Supported legal research and drafting on various matters

legal & Professional skills

- Quick to grasp new legal concepts and apply them effectively in real cases.
- Strong legal judgment and analytical thinking across multiple practice areas.
- Effective communicator with confident public speaking and debating skills.
- Technologically proficient (legal platforms, Microsoft Office, document systems).
- Reliable team player with strong leadership, collaboration, and time management skills.
- Adaptable and organized under pressure with the ability to handle multiple tasks.
- Engaged in client-facing roles and internal legal discussions with confidence and clarity.

Education

- **Bachelor's Degree in Law** — King Saud University **(2025)**
- **Diploma in Legal Translation and The Language of Contract —** Justice Academy **(2024)**

Language

- Arabic — Native
- English — Fluent