Dear Hiring Manager,

I am writing to express my interest in a suitable legal position within your organization. As a licensed legal practitioner with more than ten years of experience in legal advisory, commercial and corporate law, contract management, regulatory compliance, and dispute resolution, I am confident in my ability to contribute effectively to your legal team.

Throughout my career, I have advised companies and individuals on complex legal and contractual matters, drafted and reviewed commercial agreements, prepared legal opinions and memoranda, and supported negotiations, settlements, and litigation procedures. My experience has also enabled me to work closely with executive management, law firms, external counsel, and various stakeholders while ensuring compliance with applicable Saudi laws and regulations.

I hold a Master of Laws and additional postgraduate legal qualifications from universities in the United Kingdom. I am also licensed by the Saudi Ministry of Justice and have developed strong capabilities in legal research, contract negotiation, legal risk assessment, corporate governance, and regulatory compliance.
I am interested in joining an organization where I can apply my legal experience, support informed decision-making, protect the organization's interests, and contribute to effective legal and compliance practices.

Thank you for considering my application. I would welcome the opportunity to discuss how my qualifications and experience align with your organization's legal requirements.

Sincerely,

Turki A. Edrees
Senior Legal Consultant
+966 56 869 9111
Turkiedrees1@gmail.com

TURKI A. EDREES

Senior Legal Consultant | Commercial Lawyer | Contracts & Compliance Specialist

+966 56 869 9111 Turkiedrees1@gmail.com LinkedIn Jeddah, Saudi Arabia

SUMMARY

Licensed Legal Consultant and Commercial Lawyer with more than 10 years of experience in legal advisory, commercial and corporate law, contract drafting and negotiation, regulatory compliance, dispute resolution, and legal risk management. Experienced in advising businesses and individuals, reviewing complex agreements, preparing legal documents, conducting legal research, and supporting litigation and settlement procedures. Proven ability to collaborate with law firms, executive management, external counsel, and stakeholders while ensuring compliance with Saudi laws and regulations.

EXPERIENCE

Legal Consultant

Alfa Law Firm | Riyadh, Saudi Arabia | 2024 – Present

- Provided legal advice on commercial, contractual, and regulatory matters.
- Drafted and reviewed contracts, legal correspondence, and memoranda.
- Conducted legal research and prepared legal opinions and case documents.
- Supported negotiations, settlements, dispute resolution, and case follow-up.

Lawyer

Raya Law Firm | July 2024 – August 2024

- Provided legal advisory services in corporate and commercial law.
- Drafted and reviewed contracts and agreements in compliance with Saudi regulations.
- Supported clients in legal disputes, negotiations, and settlement procedures.
- Conducted legal research and prepared legal documents related to client cases.

General Manager

Al-Faisal Bakeries Trading Company | December 2020 – November 2021

- Oversaw business operations, legal compliance, and contractual matters.
- Negotiated supplier contracts, managed vendor relationships, and monitored contractual obligations.
- Coordinated organizational improvements and addressed operational and legal risks.

Legal Consultant

Al-Awal Law and Legal Consultancy Firm | February 2019

- Provided legal advisory services related to commercial transactions and dispute resolution.
- Reviewed commercial contracts and legal documentation for clients across various sectors.
- Participated in arbitration, settlement discussions, and client negotiations.
- Conducted legal research and prepared legal opinions and supporting documentation.

Legal Consultant

Abdul Ghani Hussain Trading Group – Elevators Division | December 2017 – January 2018

- Drafted and reviewed commercial contracts and business agreements.
- Assessed legal risks and advised management on contractual obligations and regulatory compliance.
- Coordinated with external counsel on disputes and court proceedings.

Senior Legal Consultant

Saudia Cargo | December 2015 – April 2016

- Provided legal counsel on commercial, corporate, and labor law matters.
- Drafted, reviewed, and negotiated high-value contracts and service agreements.
- Supported internal investigations and compliance reviews.
- Advised management on legal risks associated with international cargo operations.

Legal Consultant

Fahd Mohammed Al-Suwaiket & Badr Al-Basis Law Firm | June 2015 – October 2015

- Advised clients on civil, commercial, and labor law matters.
- Conducted legal research and prepared pleadings and case documentation.
- Reviewed business contracts and explained their legal implications to clients.

- Supported litigation, dispute-resolution, and settlement procedures.

HR Development Executive

Jotun Saudi Arabia Ltd. | July 2010 – April 2011

- Reviewed employment contracts and supported compliance with Saudi labor regulations.
- Assisted in reviewing HR policies, procedures, and employee documentation.
- Supported legal training and internal compliance initiatives.

Contracts and Procurement Manager

University of Business and Technology | January 2010 – December 2010

- Drafted, reviewed, and negotiated procurement and service contracts.
- Managed tendering processes and contractual documentation.
- Monitored vendor performance and compliance with contractual obligations.

Supervisor – Testing and Results Office

Air Defense Forces Institute | January 2007 – June 2007

- Supervised examination assessments and results documentation.
- Ensured compliance with data-integrity, quality-control, and security requirements.
- Coordinated with departments to align testing procedures with institutional regulations.

Supervisor – Testing and Results Office

Raytheon Middle East Systems Company | October 2003 – December 2007

- Oversaw examination processing and results-management operations.
- Maintained high levels of data accuracy, confidentiality, and regulatory compliance.

EDUCATION

Master of Laws – LL.M.

University of Huddersfield | United Kingdom | 2012 – 2013

Post-Graduate Diploma in Social Sciences and business Law

University of Sheffield | United Kingdom | 2011 – 2012

Professional Diploma in Law

University of Central Lancashire | United Kingdom | 2008 – 2009

PROFESSIONAL CERTIFICATIONS

- Contract Management Training – Centre of Justice Training Centre | 2019
- Cybercrime and Digital Laws – Institute of Public Administration | 2017
- Microsoft Office: Excel, Word, and PowerPoint – New Horizons | 2003

LICENSES AND AWARDS

- Licensed Legal Practitioner – Ministry of Justice, Saudi Arabia
- Licensed Real Estate Mediator – Saudi Arabia
- Legal Work Recommendation Award – Fahd Al-Suwaiket Law Firm | 2015

SKILLS

Professional Skills:

- Legal Research and Analysis
- Contract Drafting and Review
- Commercial and Corporate Law
- Regulatory Compliance
- Legal Risk Assessment
- Litigation and Dispute Resolution Support
- Legal Documentation and Case Management
- Negotiation and Settlement Support
- Corporate Governance
- Saudi Labor Law

Soft Skills:

- Effective Communication
- Analytical Thinking
- Problem-Solving
- Attention to Detail
- Negotiation Skills
- Decision-Making
- Time Management
- Confidentiality and Professional Ethics
- Teamwork and Collaboration
- Adaptability

LANGUAGES

- Arabic.
- English.