Hessa AlDawas

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SUMMERY

A passionate LLB graduate, dedicated and aspiring in the field of law with a deep passion for the legal profession, seeking to contribute to the success of the firm in upholding justice through proven research skills and legal knowledge.

EDUCATION King Saud University

Aug 2019 -Jul 2024

Bachelor of law

Major: law

Cumulative GPA: 4.80/5.0 with **first class honors**

WORK EXPERENCE

Legal Contract Analysis at SAUDI RAILWAY COMPANY (SAR) ***Jan 2025 – Jul 2025***

- Issued legal opinions to the Contracts and Competitions Committee on contract change orders.
- Analyzed various types of contracts to identify legal risks, obligations, and compliance with applicable laws and internal policies.
- Evaluated change orders, contract amendments, and extensions to ensure compliance with contractual procedures
- Drafted and reviewed legal documents, including contracts, amendments, complaints, and RFPs.
- Provide legal advice on contracts and transactional matters

Coop Training at KPMG ***Jan 2024 – Jul 2024***

- Gained practical experience in a diverse range of legal areas, including commercial law, labor law, civil transactions law, and companies law.
- Gained expertise in drafting MOUs with public and private sector clients, ensuring regulatory compliance.
- Conducted legal research and provided consultation services, including referrals from the CEO
- Amended company bylaws to ensure alignment with applicable laws and regulatory
- Ensured the company's compliance with laws and regulations
- Participated in organizing the General Assembly of Shareholders, including coordinating the collection of shareholder votes and verifying them to ensure compliance with applicable laws and regulations.
- Represented the company in contractual and legal matters.
- Conducted legal research to support internal stakeholders.

VOLUNTEER EXPERIENCE

- Organizing a lecture for the Saudi political science association. ***Oct 2023***
- Member of CSC law club ***Sep 2022 -Sep 2023***

COURSES

Contract Law from Trust to Promise to Contract – Harvard University ***2025***

IELTS Certificate: 5.5 ***2024***

McKinsey Forward program – McKinsey & Company ***2024***

Labor culture in accordance with Saudi labor law – Droob ***2024***

Writing and composing reports – institute of Public Administration ***2023***

Appeal and Methods of Objecting to judicial decisions - technical and vocational training corporation ***2023***

SKILLS

Legal Drafting - Contract Management - Time Management - Critical Thinking - Legal Advice - Proficiency in MS Office programs.

LANGUAGE

Arabic – English

REFERENCES

References available upon request.