Lujain Thiab

contract assistant

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Summary

Driven contract assistant with a solid foundation in legal compliance and contract review, ensuring that all documentation adheres to organizational policies. Expertise in organizing and maintaining comprehensive databases for easy access and retrieval of contracts, streamlining workflow for team members. Proven ability to track deadlines and manage contract renewals, significantly reducing risks associated with lapses. Committed to facilitating effective communication with vendors and stakeholders to resolve disputes, ultimately enhancing operational efficiency.

Experience

contract assistant
Feb 2026 – Aug 2026

ptc

Doha, QA, Qatar

- Assisted in the preparation and review of contracts to ensure compliance with legal standards and organizational policies.
- Collaborated with cross-functional teams to gather necessary information and documentation.
- Maintained and updated contract databases for easy retrieval and reporting.
- Tracked contract deadlines and renewal dates, ensuring timely follow-ups and reducing risks of lapses.
- Communicated with vendors and stakeholders to address inquiries and resolve issues efficiently.

Intern Legal Trainee
Sep 2025 – Nov 2025

Supreme Judiciary Council

Doha, Qatar

Observed court proceedings and gained practical exposure to courtroom procedures. Assisted in preparing legal documents and case summaries. Developed understanding of judicial processes and court etiquette.

Accreditation & Event Coordination

Managed accreditation processes, access control, and guest coordination for large-scale events. Ensured smooth logistical operations and professional handling of participants and VIPs. Demonstrated strong organizational and communication skills under pressure.

Education

law – Master's Degree

Qatar University

2026 – 2028 Doha, Qatar

Public Law – Bachelor of Laws (LL.B.)

Qatar University

Doha, Qatar

IGCSE, AS & A Levels – High School

Newton International Academy

Qatar

Skills

Legal Research & Analysis	Expert
Legal Drafting	Expert
Courtroom Procedures & Etiquette	Expert
Event Coordination & Accreditation Management	Expert
PowerPoint	Expert
Excel	Expert
Knowledge in family law	Expert
Understanding of property rights	Expert

Accomplishments

Dean's List – Qatar University (All Academic Years), Academic Excellence Recognition, Dean's list, Vice president list