Danah Alshammri

0540308361, donazy321@gmail.com

PROFILE

Trainee Lawyer and Law Student with a strong interest in practical legal practice, experienced in drafting legal documents and handling justice procedures, with a high level of accuracy and professional commitment.

EMPLOYMENT HISTORY

Mar 2022 — Jun 2024

Salary writer, Fan Alsharq — Saudi Hafr Albatin

- Processed end-to-end monthly payroll for all employees, including allowances, overtime, and statutory deductions.
- Ensured compliance with Saudi labor regulations and Wage Protection System (WPS); coordinated GOSI updates.
- Prepared salary files and executed timely payments; reconciled payroll accounts and supported month-end close.
- Maintained accurate employee records and resolved payroll discrepancies; responded to employee inquiries promptly.
- Documented workflows and standardized checklists to streamline payroll procedures and reduce rework.

EDUCATION

Aug 2020 — Jun 2024

Law, University of Hafr Albatin — Hafr Albatin

Graduated with First Honours Degree, with GPA: 3.89/4.00

Aug 2025 — Present

Master of Private Law, Gulf colleges — Hafr Albatin

Currently pursuing a Master’s degree in private law with a focus on civil and commercial and legal frameworks.

Developing advanced legal research, analysis, and academic writing skills.

Engaged in coursework covering contracts, obligations, and private legal systems.

Sep 2025 — Present

Higher diploma in legal practice, Jusdical Training program- ministry of Justice — Hafr Albatin

A professional program designed to prepare and qualify legal practitioners in the judicial and advocacy fields through hands-on training in judicial procedures, and provides a legal practice license.

SKILLS

Legal Research	Expert	Ability to Work Under Pressure	Expert
Drafting Promissory Notes	Expert	Case Follow-up via Najiz Platform	Expert
Submitting Electronic Requests to Judicial Authorities	Expert	Computer Literacy	Expert
Professional Client Handling	Expert	Professional Confidentiality	Expert

CERTIFICATIONS AND TRAINING

Oct 2023 — Oct 2023

Legal Inspiration Forum (Legal Awareness Forum)

A legal training program consisting of multiple courses focused on legal practice and professional development, including advocacy skills, commercial law, personal status law, intellectual property, personal legal branding, electronic evidence, cybercrimes, legal challenges faced by practitioners, and anti-corruption crimes such as bribery and related offenses.

The program was delivered over 9 days with a total of 27 training hours.

LANGUAGES Arabic English