

ABDULLAH TURKI ALQAHTANI

"LEGAL PROFESSIONAL"

🏡 Saudi Arabia, Khobar | ☎ +966 557606440 | 📩 Abdallah.t.q@gmail.com

PROFILE SUMMARY

Law graduate with exceptional analytical and decision-making skills. Seeking a fulfilling career as an attorney. Experienced in corporate and administrative law across multiple sectors, focusing on contract drafting, litigation drafting, memorandums of understanding, and Najiz platform litigation drafting.

EDUCATION

Bachelors of Science in Law

- Imam Mohammed Bin Saud Islamic University
- 2019 - 2023
- GPA: 4.13 / 5

WORK EXPERIENCE

Cooperative Training

Sameer Othman Alyousef Law Firm, Al Khobar

2024 November – 2025 February (Duration: 4 months)

- Legal Assistant
- Litigation and Legal Case Management
- Drafting Legal Memoranda and Reports
- Handling Commercial and Employment Law Cases
- Contract Drafting and Analysis
- Conducting Legal Research
- Providing Legal Opinions and Consultation
- Attending Court Hearings and Pleadings

Cooperative Training

Abdulaziz Bin Ali & Partners Law Firm, Al Khobar

2023 August – 2023 November (Duration: 3 months)

- Knowledge of legal proceedings
- Legal Assist
- Conducting legal research and analyzing case law
- Working on preparing legal files and organizing documents
- Najiz platform litigation drafting

COURSES

English Language

- Institution: EC Institute, Cambridge, UK
- 2024/4/22 - 2024/7/19 (Duration: 3 months)

English Language

- Institution: British Council, Dammam, KSA
- 2024/1/7 - 2024/4/7 (Duration: 3 months)

SKILLS

- Case Management and Organization
- Knowledge of Court Procedures
- Negotiation and Dispute Resolution Skills
- Attention to Legal Details
- Litigation Support
- Legal Writing and Research
- Regulatory Compliance
- Time Management
- Analytical Skills
- Proficient in computer use, including Microsoft Office Suite (Word, Excel, PowerPoint)

LANGUAGES

- Arabic
- English