

Contact Information



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Rawan Mohammed Al-Saeed

Fresh Graduate

Career Objective

A Law graduate, motivated and seeking for a legal position in an esteemed organization. I'd like to apply my skills and abilities that I have gained through my education and experiences to serve the organization and improve my own career. I am passionate for more learning and getting exciting opportunities.

Education

King Faisal University | 2016 - 2019

Bachelor's degree of Law

Excellent Grade With First Class

Honor And a GPA: **4.92** out of 5

Experiences

Legal Counsel and Researcher
Baqa Foundation | Jan To Mar - 2020

Provide legal advice. Working as a contracts auditor and consultant. Preparing the content of the legal training courses. Spreading legal awareness through social media

Legal Counsel | Jan To April - 2019
Legal Services Center at KFU
(Internship)

Writing legal advice and communicate to clients. Spreading legal awareness through Social event. Leading the work team of 8

Languages

- Arabic
- English

Volunteering

- **Representative of the Legal Services Center | 2019**
Representing the Legal Services Center at KFU in 2 colleges and 3 social events to raise legal public awareness
- **Head of Media Committee | 2017**
Managing social media to spreading legal awareness
- **Head of Justice Club at KFU | 2016**
Set up the activities plan for the semester, Preparing weekly sessions on a legal topic with members

Training Courses

- Administrative investigation, one day, Institute of Public Administration | 5-2020
- Skills Of Writing Legal Advices, one day, KFU | 3-2020
- National And International Commercial Arbitration, two days, KFU | 2-2020
- Cyber-crimes, one day, Ministry of Comm and Info Tech of KSA | 12-2019
- Saudi Labor Law - Employee Rights and Responsibilities, one day, Doroob | 12-2019
- Contracts Drafting, two days, Azad Training Center | 10-2019
- Skills of Dealing with Criminal Case, one day, Durbah Training Center | 1-2019
- Develop Communication Skills In Dialogue, two days, King Abdulaziz Center for National Dialogue | 9-2015

Skills

- Legal Document and Drafting & Review and Contracts
- Legal Research & Analysis and Attention to Details and Identifying and Solving Problems
- Public Speaking Skills & Communication
- Ability to lead a team and handle stress
- Microsoft Office programs

Achievements

- Got the Third Prize in the (Olympics Stars Of Law) In the path of legal advice and contracts drafting | 2019
- Got The First Prize In the competition of (The Student Debates And Leadership) by the Ministry of Edu of Ahsa | 2014