

MAZEN ALMEHMADI

LAWYER AND LEGAL ADVISOR

MAZEN3084@GMAIL.COM | +966 580011000 | Riyadh, Saudi Arabia 13333
<https://www.linkedin.com/in/mazen-almehmadi-6579b4248/>

PROFESSIONAL SUMMARY

• Results-based lawyer, a contract specialist, notarized by the Ministry of Justice, with more than 8 years of experience in providing legal advice to clients in commercial law, administrative law, corporate law, labor law, and government competition and procurement systems, I have filed a lot of lawsuits and succeeded in many judicial rulings. Follow-up to the daily work with clients for individuals, companies, and government agencies, with high skills in litigation, management of legal projects, management of engineering contracts and other contracts +400 contracts, writing defense memoranda, and submitting valid and complex legal objections and arguments to defend the interests of the company/government

LICENSES & CERTIFICATES

• Notary - Ministry of Justice - KSA 4551507	09/2023 - 07/2028
• Certified expert - Ministry of Justice – KSA	01/2022 - currently
• Membership in the Saudi Bar Association- 819945	08/2023 - 08/2024
• License to practice the legal profession - Ministry of Justice - KSA 40861	03/2019 - 01/2029

WORK HISTORY

March 2024 – Current-Part-time
Legal advisor
Adeceng Co - Riyadh, Saudi Arabia
EXPOLA Co - Riyadh, Saudi Arabia

- Legal advisor to the CEO and senior management team

May 2022 – Current- Hybrid
Lawyer
Khalid Almehmadi Law Firm Co -
Riyadh, Saudi Arabia

- Managed corporate and LLC-based legal transactions, coordinating document flow, and logistical preparation for complex transactional closings
- Drafted, reviewed, and negotiated contracts and other legal documents to support client needs
- Advised clients on corporate governance, mergers and acquisitions, and other business matters.
- Represented clients in administrative proceedings before government agencies.

Apr 2019 - Apr 2022 – full-time
Lawyer and Contracts Specialist
Khalid Almehmadi Law Firm Co -
Jeddah, Saudi Arabia

- Judicial representation in disputes in commercial, labor, financial, and administrative law, writing legal memorandums and pleadings, and completing government reviews
- Drafted briefs, pleadings, litigation recommendations, and additional legal documents and correspondence.
- Oversaw contracts for over +400 different departments using both manual and automated strategies

Feb 2016 - Apr 2019-full-time
Legal Intern
Khalid Almehmadi Law Firm Co -
JEDDAH, Saudi Arabia

- Attended depositions and court proceedings and prepared summaries on cases.
- Organized legal filing system to maximize efficiency.
- Performed legal and general research, drafting memoranda, and correspondence.

EDUCATION

Leadership2030 Diploma Cranfield University | UK

08/2023-10/2023

Bachelor of Arts: Law

2/2013 – 2/2016

University of Jeddah | College of Business

PROJECTS

- Legal Advisor - One of the Government Communication Projects at the Ministry of Information - Mediathon 04/2024
- Assigned by Lawyer Khaled Al Mehmadi Law Firm at the Ministry of Finance in a government project at the General Secretariat of the Government Tenders and Procurement System 2023- until now
- Preparing advisory reports to the public judiciary in (cases considered in attorney's fees in Saudi courts) as an expert at the Ministry of Justice 2023- until now
- Calculating the remuneration of members of the Board of Directors - National Housing Company 10/2023
- In charge of managing government platforms (Etimad platform "Ministry of Finance" - Forsa platform "HRDF" - Tomouh platform "Monshaat" - Taleed platform "Aramco" - platform competing "non-profit" ... etc 4/2023 –until now
- Yanbu Chamber of Commerce: In charge of the Legal Affairs Department 05/2022- until now
- Accredited Commissioner for Lawyer Khaled Al Mehmadi Law Firm for many government agencies (Ministry of Culture - Ministry of Energy - Information Technology Authority - National Water Company - Elm Company - Thiqa Business Services Company .. etc.)

SKILLS

- Dependable and Responsible
- Legal drafting
- Mediation
- Legal Studies
- Microsoft Word
- Negotiate
- Leadership
- Client Representation
- Case File Management
- Courtroom Procedures
- Legal Compliance
- Legal Writing
- Arbitration and Litigation
- Building Trust and Relationships
- Teamwork and Collaboration
- Public Speaking
- Multitasking
- Organizational Skills
- Written Communication
- Problem-Solving
- Team Management

DEVELOPMENT COURSES

- FIDIC CONTRACT
- Preparing offers for competitions and tenders
- GRCP
- Legal aspects of human resources
- Passing the International Arbitration Program and Alternative Methods for International Dispute Resolution
- Project Planning
- Project risk management
- Responsibility of partners in commercial companies
- The new government competition and procurement system
- Project management
- Administrative contracts

LANGUAGES

ARABIC

ENGLISH