

Leena Abudawood

Riyadh, Saudi Arabia

PERSONAL STATEMENT

I am a competent Law graduate aiming to obtain a job in a Law environment where my skills are valued and can benefit the organization while maximizing my experience. I am dedicated to show my utmost potential while increasing my understanding of Law.

CONTACT

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CERTIFICATES

- A workshop certificate in (Government competition and procurement system). 2019
- Conducted a workshop in (Criminology). 2017
- A workshop certificate in (Juvenile Crimes). 2016
- A workshop certificate in (Forensics and criminal evidence). 2016
- Volunteer work in SAUT: The Voice Of Down Syndrome Society. 2013

LANGUAGES

- Arabic: Native
- English: Fluent

EXPERIENCE

Intern- Legal department January 2019- August 2019

Takamol for Business Services -Riyadh, Saudi Arabia

- Legal review and amendments to the company's HR internal policies.
- Developed legal documents such as; Contracts, Agreements, MoU's and NDA's.
- Developed and presented Labor Law presentation to the company's Legal Department.
- Worked with the legal advisory division in preparing legal advice for the company's business unit.
- Contacted several ministries and authorities such as; MLS, GAZT, MCI for inquiries regarding the company's legal affairs.

EDUCATION

Prince Sultan University- Riyadh, Saudi Arabia

Bachelor of Law, International Law Track. 2014- 2019

SKILLS

- Advanced skills in Microsoft Office; Excel, Word and PowerPoint.
- Work collaboratively within an integrated team.
- Able to work under pressure.
- Time management skill to complete projects and assignments within the deadlines.
- Comprehensive social and interpersonal skills.
- Ability to conduct legal research.
- Able to review Contracts, Agreements, MoU's and NDA's within the correct terms and clauses.