

**Abdulrahman Ahmad Alsharif**  
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### Professional summary

A corporate legal professional; experienced in multiple business areas and specializing in commercial and NGO law. Excels at critical thinking and strategy planning as well as liaising with clients and key figures from different types of industries. My goal is to achieve the best opportunities in the field of law where I can use my experience and knowledge for the improvement of organizational activities and legal procedures.

### Education

**Mississippi College School of Law, Jackson, MS, United States** **May 2016**

- *Master's degree in law,*

**Islamic University of Madina, Saudi Arabia.** **May 2012**

- *Bachelor's Degree in Sharia Law.*

### Experience

- *Independent Legal Counsel for multiple companies and startups* **April – present**

**Namaa Almunwara Organization, Medina, Saudi Arabia**

- *Department Manager – Legal Affairs Department* **August 2017 – April 2019**

- **Key Responsibilities**

- Contract Review: Drafting and reviewing contracts, agreements and other legal documents, with a particular eye on the requirements, priorities and interests of Namaa's business.
- In-house Advice: Liaising with other members of the Legal Department, providing professional advice and guidance to intra-company customers. Assisting in providing risk analysis with respect to legal and commercial matters, as well as guidance and training, in order to protect income and promote business while minimizing risk for the organization.
- External Counsel: Liaising with external legal counsel across the region to assist in handling legal matters covering various areas of the law, such as commercial/corporate, litigation, human resources, finance and regulatory matters.
- Awareness: Maintaining awareness of relevant laws and changes in the law that may have an impact on organization interests.
- Represents Namaa from a legal perspective in all external matters including governmental and regulatory authorities, presentations and related documents.

- *Legal Assistant - Legal Affairs Department* **August 2016 - August 2017**

- **Key Responsibilities:**

- Reviews and analyses all legal contracts / agreements and documents that affect or implicate Namaa.
- Follows-up the new laws of government and regulations that affect the work of the organization, and submits to senior management for discussion, and provide the necessary legal.
- Analyses and provides inputs to the Head of Legal department on reports pertaining to Legal matters.
- Conducting meetings on a regular basis to keep all the employees updated with the modifications in the guidelines defined by the organization.
- Participating in investigation and disciplinary committees.
- Participating in committees in matters involving legal issues as required.

- Lead all legal due diligence for business opportunities and the acquisitions of offshore legal entities.
- Participating in various corporate legal meeting.
- **Achievement**
  - Participated in drafting and reviewing corporate governance for the organization based on best practices.
  - Developed, implemented, and published the legal framework.
  - Participated and assists in formulating and drafting rules and policies of all Namaa activities.
  - Provided legal information and advices to over **150** startups/entrepreneurs.
  - Worked on company strategic vision and review projects strategy and business plan to protect the organization and its interests, on an executive level.

### **Skills and Interests**

- **Key Skills:**
  - Excellent oral and written communication skills.
  - Outstanding organizational skills and attention to detail.
  - Considerable knowledge of legal and scientific matters.
  - Knowledge of industry specific laws and regulations.
  - Possess integrity, tact, and diplomacy.
- **Certificates:**
  - Certificate of Participation in Legal English - Syracuse University, 2014
  - Certificate of Completion Level 3 Intermediate Proficiency English - The University of Texas at Austin, 2013
  - Certificate of Completion Level 1 Beginner English - The University of Texas at Austin, 2013
- **Relevant Courses:** Legal English, New Saudi Arabian Companies Law, and Anti-Cyber Crime Law.
- **Activities:**
  - Participated with the consultant's team at Biban Almadinah – SMEA.
  - Participated with Almunwara Accelerator program as legal advisor for the entrepreneurs.
  - Volunteered with Mississippi College Saudi Arabia Students Association.
  - Small and Medium Enterprises, legal consultant.
- **Language:** Native in Arabic, Conversant in English.
- **Reference:** Available upon request