

LAYAN AL-QAHTANI

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Willing to relocate | [LinkedIn Layan Alqahtani](#)

Hard legal professional seeking a career opportunity in a well-reputed organization with the possibility for growth to learn a new experience and develop my skills where I can be a value addition to the business.

COMPETENCIES

- Microsoft Office
- Legal Affairs
- Analytical & Research
- Agreement Contracts
- Problem Solving
- Written Communication
- Organization & Planning
- Time Management
- QuickBooks

EDUCATION



Bachelor's Degree in Law

2020

Prince Mohammad Bin Fahd University | GPA 3.21/4



English Summer Program

2014

King Fahd University of Petroleum and Minerals (KFUPM)



Entry Level Course

2013

Cambridge ESOL



How to Become an International Lawyer?

2018

Azad Training Center

EXPERIENCE



June 2022 - Present

Legal Coordinator

Tayseer Financing, Al Khobar, KSA



July 2021 - June 2022

Legal Coordinator for HR Department

Gulf Eastern General Contracting Company, Al Khobar, KSA

- Responsible for sustaining an effective support structure for the legal and human resources functions by managing specific processes, including the contract generation process; supporting the Company Manual Book production process; managing legal files, corporate documents and document control.
- Work with lawyers, law clerks, paralegals, and other members of the law services team. We are responsible for managing the flow of documents, information, and data within the team.



Jan 2021 - June 2021

Contracts Advisor

Prosthesis & Orthosis Medical Center, Dammam, KSA

- Draft and review contractual agreements between our center and suppliers of products or services. My duties include evaluating bids, preparing contracts, and negotiating terms.
- Review all contracts and ensure that full compliance with all terms and conditions. And make sure no duplications or mistakes.



Jan 2019 - Dec 2020

Trainee Lawyer

Aweida M. Al Mansour Law Firm, Dammam, KSA

- I worked under this Legal Associates. We generally prepare drafts, applications for the legal cases. My duty was to perform legal research and to take notes during court proceedings. I was like a helping hand for my senior lawyer.
- Take the lead supervised by a senior lawyer and agree with client parameters within which agreement can be reached. Then be able to negotiate directly with the other side.