

# REHAM LAFY ALAOFI

## personal information

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 Saudi Arabia, Riyadh

## Qualification

Princess Nourah bin  
Abdulrahman University,  
Riyadh, Saudi Arabia  
Bachelor in Law with a G.P.A of  
4.42 out of 5 in the Second  
Class Honors  
STEP 70 out of 100

## Personal Skills

- Use Microsoft office
- Thinking and Analyzing
- Problem solving skills
- Persuasion and effective negotiation
- Teamwork

## Languages

- Arabic
- English

## Study projects

Bachelor project in LOW was about electronic fraud crimes in Saudi Banks

The purpose of this research is to explain the crime of electronic fraud and the way for continuous development. In the addition to explaining the effort of the kingdom of Saudi Arabia to combat this crime, clarifying the weak point and mentioning the most important sub-problems affecting the growth of the crime of electronic fraud in Saudi Arabia.

## Experiences

- Legal Specialist in General Administration of Human Resources at the Office of the Ministry of Environment, Water and Agriculture in Riyadh from april 2021 to present
- Achievements:
  - A member of the Job Discipline Committee
  - Work with the specified team to standardize the operating a maintenance regulations and formulate the unified regulation.
  - Providing and deciding on all legal advice and systemic related to human resources.
  - Preparing official letters and studying allowances and their entitlement .
- Training with General Authority of Customs, Law Department, from January 2020 to March 2020 in Riyadh
- The most important tasks completed: legal drafting notes, skill of analyzing cases and extracting the measure taken by legal expressing opinion in them. Preparing regulations, Entering the courtroom and Viewing the report of the GCC.
- Trainee Lawyer in Nouf Alyahya Law Firm in Riyadh from October 2020 to present

## Courses and certificates

- Skills of dealing with fraud financial cases. Justice Academy 2019.. overview of contracts drafting techniques. Princess Nourah bin Abdulrahman University 2019
- Conclusion of contracts and agreements. Consulting Center for Law Courses 2019
- Commercial Companies Law. Consulting Center for Law Courses 2019
- The Commercial Program for the new graduates. Consulting Center for Law Courses 2019
- The training program for the achievement of administrative. Institute of Public Administration (Ethrai) 2020
- labor culture according to the Saudi labor system. Dorooob program 2020
- Deciding procedures of a case in front of the administrative courts. Makkah Chamber of Commerce 2020
- Capital Market Forum ( Tuwaiq in the Saudi Capital Market ). King Saud University 2019.