

Abdulmajeed Alajmi

Saudi Arabia

Abdulmajeed.K.Alajmi@gmail.com

055 552 6292

CAREER OBJECTIVE

I'm an organized employee able to apply time management in various environments. Seeing Better job opportunities to utilize my Legal Council, and Contracts and governance skills, and to work with other professionals to improve my knowledge.

EXPERIENCE

Legal Specialist

May 2022 to Present

Norconsult Telematics Ltd Company

Saudi Arabia

- TAWAL Project – Telecommunications Towers Company

Legal Intern

Jan 2022 to May 2022

Ministry of Municipal and Rural Affairs and Housing

Riyadh

- Practical Cooperative Training Student

Virtual Internship Program

Jul 2021 to Jan 2022

Misk Foundation

Riyadh

- Experience Virtual Business in Leading Global Companies Like: STC, BCG, Microsoft and Other Giant Companies.

Site Acquisition & Lease Specialist

Jun 2020 to Jan 2022

TAWAL - Communications Towers Co., Limited

Saudi Arabia

- Work in management of the workforce and contract management

Work in collecting and raising bills in the company system, working in collecting and renewing contracts, establishing contracts, whether government agencies or the private sector, and working on extracting licences for towers, whether licensing towers, and renewing them, and negotiating with customers to reduce the rent price of Sites, whether in municipalities, people or companies.

Manpower and Contract Management Officer

Jun 2010 to Jan 2020

Alwadi Station

Saudi Arabia

- Work in management of the workforce and contract management

EDUCATION

Bachelor of Law

May 2022

King Saud University

GPA:4/5

Training & Certifications

I Have Received More Than 231 Courses and Certificates, the Most Prominent of Which Are:
Communicating Across Cultures - British Council - 2022

Antitrust Global Virtual Internship - Clifford Chance - 2022

White Collar Defense & Investigations Virtual Experience Program - 2022

Project Planning - Misk Foundation – 2022

SKILLS

- Legal Research, Legal Writing, Contract Writing
- Teamwork Skills
- Management, Leadership and Organization
- Innovation in Problem Solving
- Independence in Decision-Making
- Computer Skills and Office Software and Good command MS Office tools
- Summarization Skill
- Talking and Negotiating Skills

LANGUAGES

Arabic, Native

English, Advance