

# Basmah Khushaim

## Career Objective

Secure a responsible career opportunity to fully utilize my skills, while making a significant contribution to the success of the company.

### Contact

**Address**

Khobar

**Phone**

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**E-mail**

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**LinkedIn**

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### Skills

Leadership

Teamwork

Time management

Coordinating & organizing

Ability to multi-task

Public speaking

Microsoft office programs

### Languages

English

Arabic

### Work History

**2022-05 -  
Current**

**Legal Coordinator**

*Independent Food Company , Khobar*

- Coordinate between the company and the law firm
- Reviewing and auditing contracts, agreements, and termination addendum
- Experienced in the franchise and how to register a trademark for granting it to the public and invest
- Pleading for labor disputes according to the Saudi labor law
- Review the issues and disputes recorded on the Najiz website

**2022-02 -  
2022-05**

**Legal Assistant & HR Officer**

*Samara Trading Group , Khobar*

- Registering employees in (GOSI)
- Documenting employee contracts electronically
- Experienced in (Mudad - Najiz - MOC) websites
- Reviewing the organization's activity across (Nitaqat)
- Writing and notarizing contracts
- Recruitment coordinator
- Business management (Meeting minutes)
- Coordinating and scheduling meetings

**2021-11 -  
2022-01**

**Senior Compliance Officer**

*Napco National , Khobar*

- Ensure that the laws and regulations stipulated in the company are implemented to the fullest
- Reviewing donations and reports and reports verifying commercial records by day and date

- Communicate with departments and ensure proper workflow

**2022-06 -  
2022-09**

### **Legal Assistant & HR Officer**

*Shomoul Holding Company , Khobar*

- Forming FIDIC contracts
- Forming NDA's & MOU's
- Reviewing contracts
- Checking HR department policy referring Labor Law

**2021-01 -  
2021-04**

### **Legal Assistant**

*AlRajhi Law Firm , Khobar*

- Finalizing transactions in courts
- Forming MOD's
- Translating contracts
- Reviewing contracts

## **Education**

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**2016-09 -  
2021-08**

### **Bachelor of Arts: Law**

*Prince Mohammed Bin Fahd University - Khobar*