Abdulmajeed Alajmi

Saudi Arabia – Riyadh · +966 **555526292**

**Abdulmajeed.K.Alajmi@gmail.com**

# PROFILE

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.

# EDUCATION

## Sep 2017 – May 2022

**Bachelor of Law, King Saud University** – RIYADH

## GPA 3.82 of 5

**EXPERIENCE 2014 – Present**

**May 2022– Present**

**Legal Specialist,** Norconsult Telematics Ltd Company.

* TAWAL Project – Telecommunications Towers Company.

**Jan 2022– May 2022**

**Legal Intern,** Ministry of Municipal and Rural Affairs and Housing.

* Practical Cooperative Training Student.

**Jul 2021– Jan 2022**

**Virtual Internship Program,** Misk Foundation.

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

**Jan 2020– Jan 2022**

**Site Acquisition & Lease Specialist,** TAWAL – Telecommunications Towers Company.

* **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.

**Jan 2018– Jan 2020**

**Contracts and Procurement Management Assistant,** Alwadi Station.

* Acting as a Contract Management Consultant and a Procurement Administrative Office.

**Jan 2016– Jan 2018**

**Assistant Business Development Manager,** Alwadi Station.

* Assistant to the Business Development Director in all his work in office with Manger and implement business development plans.

**Jan 2014– Jan 2016**

**Field Sales Executive,** Alwadi Station.

* Marketing and field work.
* Follow-up to marketing work.
* Bring customers and get them to buy.
* Keeping customers happy.
* Achieve marketing objectives in advance.
* Innovation of effective marketing tools.

# Training & Certifications

# 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- Advanced