

# ARWA ALAMRI

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## Professional Summary

Motivated and detail-oriented legal professional seeking to contribute to a prestigious organization in the field of law. Skilled in providing high-quality legal services, drafting legal documents, and supporting case management. Dedicated to continuous learning, staying current with legal developments, and collaborating effectively with legal teams to achieve organizational goals.

## Skills

- Drafting legal memoranda and agreements
- Reviewing powers of attorney
- Working on Najiz system
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Strong legal research and writing skills

## Work Experience

### **Trainee Lawyer | Judicial Training Center | 08/2024 – Present**

- Collaborated with colleagues on complex legal projects to enhance productivity.
- Supported senior lawyers in preparing case briefs and legal memoranda.
- Attended court sessions to gain hands-on experience in legal proceedings.
- Conducted legal research and assisted in providing accurate legal advice.
- Ensured smooth legal operations by managing administrative tasks efficiently.

### **Customer Service | Magrabi Hospital – Riyadh | 11/2023 – 08/2024**

- Recorded and maintained patient information accurately.
- Scheduled appointments and managed daily administrative tasks.
- Responded promptly to patient inquiries, ensuring excellent service quality.

### **Trainee Lawyer | Al Balawi Law Group – Tabuk | 01/2023 – 08/2023**

- Assisted in court pleadings and case preparation.
- Drafted and reviewed legal memoranda and contracts.
- Provided legal advice under supervision and supported litigation activities.

### **Legal Assistant | Abha Chamber – Abha | 03/2022 – 08/2022**

- Received and processed cases electronically, ensuring accuracy and proper referral.
- Audited and reviewed commercial papers (bills of exchange, promissory notes).
- Supported legal affairs management and document control.

## Education

- Diploma in Law | Ibn Rushd College for Management Sciences – Abha | GAB: 100 | 09/2022
- Bachelor of Law | Tabuk University – Tabuk | GPA: 3.95 | 05/2020

## Courses

- Legal Amendments
- Drafting Contracts
- Work Culture under Saudi Law