

Naif Fahad | Legal Specialist

Email: Naif_otb32@hotmail.com , Phone: [+966598113632](tel:+966598113632), Location: Saudi Arabia, Riyadh ,

Nationality: Saudi, Linked in : <https://www.linkedin.com/in/naif-alotaibi32>

Objective:

Utilize expertise in legal documentation, real estate law, and notarization to enhance contract validation, dispute resolution, and risk management to support organizational analytical skills, problem-solving abilities, and negotiation expertise .

Education:

Bachelor's Degree in Law, Imam Muhammad Ibn Saud Islamic University,

Graduated: 2020

Professional Classifications:

Professional Classification as a Real Estate Registrar from the General Authority for Real Estate

Date: 21/10/2024

Professional Classification as a Real Estate Marketer from the General Authority for Real Estate

Date: 25/07/2023

Professional Classification as a The Notary from Ministry of Justice,

Date: 05 \04 \ 2023.

Experiences:

Job Achievements – Notary

- Validated 300+ legal documents with 100% compliance.
- Certified 100+ real estate agreements, preventing disputes.
- Cut processing time by 30%, improving efficiency.
- Ensured full compliance with Ministry of Justice policies.
- Streamlined legal documentation, expediting approvals.

Job Achievements – Real Estate Marketer

- Closed 40+ property sales in seven years, generating multi-million riyal revenue.
- Managed real estate projects from launch to completion, ensuring on-time handovers.
- Maximized ROI through strategic asset management and

Skills:

Hard skills:

- Problem-Solving and Critical Thinking
- Attention to Detail
- Collaboration and Teamwork
- Time Management and Organization
- Proactivity and Initiative

Soft skills:

- Analytical Thinking .
- Problem-Solving
- Communication Skills
- Negotiation Skills
- Confidentiality & Ethics