

NADA ALMUQBIL

PROFESSIONAL SUMMARY

Legal Specialist Proficient in legal research, contract drafting, adept at preparing legal documents, assisting in litigation processes, and managing corporate ability to collaborate with cross-functional teams to ensure legal accuracy and risk mitigation. Recognized for analytical thinking, attention to detail, and delivering timely, high-quality work in fast-paced environments.

WORK HISTORY

Legal Specialist, 01/2023 to Current

Adalah for Information Technology LLC - Riyadh, Riyadh Region

- Legal research and database management and analysis.
- Representing the company in legal exhibitions.
- Legal Drafting.
- Reviewing regulations and circulars and updating them within the platform.

Professional member, 09/2023 to 08/2024

Saudi Bar Association - Riyadh, Riyadh Region

- Attending general assembly meetings.
- Attending seminars and workshops held by the Authority.

Trainee, 09/2022 to 03/2023

Princess Norah bint Abdulrahman University - Riyadh, Riyadh Region

- Writing regulations and legal notes.
- Receiving and meeting customers.
- Writing contracts.

EDUCATION

Higher Diploma, Intellectual Property, 07/2024 - Current

King Saud University - Riyadh, Riyadh Region

Bachelor of Laws - LLB, Law, 09/2019 to 03/2023

Princess Nora bint Abdulrahman University - Riyadh, Riyadh Region

LANGUAGES

Arabic

Native

English

Upper intermediate

CONTACT

Address: Riyadh, Riyadh Region

Phone: 966594980163

Email: ndeo20a@gmail.com

SKILLS

- Legal research.
- Using government websites such as Najez and moeen dealing with legal databases.
- Analytical thinking.
- Project and time management.

CERTIFICATIONS AND LICENSES

Certificate of passing Professional Qualification Exam for Intellectual Property Agents from the Saudi Authority for Intellectual Property.
