

# Khalid Ayed Al-Mutairi



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Saudi Arabia

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## Objective

I seek to work in a progressive organization where I can utilize my skills and experience to achieve the company's goals. I believe in continuous development and performance improvement, and I aim to be an active and efficient member of the team, contributing professionally to the success of the organization.

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## Education

### Bachelor's Degree in Law

University: Majmaah University

Year of Graduation: 2022

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## Experience

### • Tuwaiq Holding Company – Riyadh

Contract Specialist (January 2025 – Present)

Drafting and reviewing contracts, ensuring compliance with regulations, providing legal advice on contracts and tenders, and managing legal risks associated with agreements.

### • Al Otr Al Nafis Manufacturing Company – Riyadh

Legal Specialist (March 2024 – January 2025)

Licensed as the official company representative, represented the company before labor and commercial courts, prepared legal statements of claim, and handled legal case classification.

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## Courses

- Legal Contract Drafting.
  - Trademarks in the Saudi Legal System.
  - Corporate Law.
  - Microsoft Office Programs.
  - Professional Essentials.
  - Business English Course.
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## Skills

- Teamwork.
  - Time Management.
  - Working Under Pressure.
  - Problem-Solving Skills.
  - Continuous Learning.
  - Adaptability.
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## Language

- Arabic.
- English.