

Kayan Alshuraim

FRESH LAW GRADUATE

Contact info:

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Riyadh, Saudi Arabia

Education:

Bachelor of Law from Princess Nourah Bint Abdulrahman University.

GPA: 4.3 out of 5.0

Experience:

- **Alkhorayef Water & Power Technologies**

- **Cooperative Training at legal department**

Duties include:

- Providing legal consultations.
- Reviewing and analyzing contracts to ensure accuracy and legal compliance.
- Attending and participating in investigation sessions.
- Drafting investigation reports and accurately documenting findings.
- Issuing administrative decisions to regulate internal company policies in line with labor laws.
- Proposing internal policies to organize company operations and enhance overall efficiency.
- Familiar with the Government Tenders and Procurement Law and its application.

- **Ayed Law Firm**

Jul 2024 - Sep 2024

- **Summer internship Program**

Duties include:

- Provided legal consultations to clients on various legal matters.
- Reviewed and analyzed contracts to ensure accuracy, legal compliance, and risk mitigation.

- **National Center for Non-Profit Sector:**

- **obtained 67 NCNPS-accredited volunteering hours.**

Committees and Memberships:

- Academic Member of the American Bar Association. 2024 - 2025
- Member of the Law Club in Princess Nourah Bint Abdulrahman. 2023 - 2024
- Member of Cultural Communication Club. 2024 - 2025
- Legal Pen Club. 2024 - Present
- Member of Law Telescope 2025 - Present

Trainings Courses:

- Bankruptcy Practitioners 2024.
- Criminal Behaviour and Criminal Law.
- Certified in legal project Management from the Saudi Bar Association.
- Completed a training course on Legislative Evolution in the Evidence System.
- Pearson MyLab IT for MS Office.

Skills:

- Familiarity with Labor Law.
- Legal opinion writing.
- Proficient in legal drafting.
- Proficient in Microsoft Office.