

Abdulrahman Suleiman Alhofaiti

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SUMMARY

Licensed Labor Consultant with hands-on legal experience in government and private sectors. Skilled in contract drafting, legal research, litigation support, and regulatory compliance. Proven ability to represent organizations in legal proceedings and provide strategic legal counsel. Strong foundation in healthcare law and labor regulations, supported by practical training and certifications.

EXPERIENCE

Saudi Etkal Operation and Maintenance | Saudi Arabia

Legal Specialist | August 2024 - I still work for this company.

- Ensured organizational compliance with all applicable laws and regulations strictly.
- Prepared and submitted detailed legal reports regularly to top management.
- Assisted in resolving legal disputes that occasionally arose within operations.
- Provided sound legal advice on various internal and external matters.
- Drafted and reviewed contracts, agreements, and legal documents as needed.
- Represented the organization in courts, committees, and official legal proceedings.

Ministry of Health | Saudi Arabia

Case Research Specialist | Internship | August 2023 – February 2024.

- Conducted comprehensive legal research on healthcare regulations and precedents relevant to cases.
- Analyzed legal documents, statutes, and court decisions to provide insights for case strategies.
- Assisted legal team in preparing legal arguments, motions, and briefs for court proceedings.
- Collaborated with attorneys and other stakeholders to gather evidence and develop case theories.

Al-Thuwaini Law Firm | Saudi Arabia

Intern Lawyer | COOP Training | January 2023 – August 2023.

- Assisted in drafting pleadings and legal documents under supervision.
- Monitored ongoing legal cases, providing updates and summaries as necessary.
- Analyzed relevant documents to extract key information and support case strategy.
- Developed effective communication skills through interactions with clients and legal professionals.

EDUCATION

Qassim University | Saudi Arabia

Bachelor's degree in Laws.

OTHER

● Certifications & Courses:

- Computer Course: Data Entry and Word Processing | 6 Months.
- Contract Preparation and Drafting Course.
- Litigation Procedures before the Court of Grievances Course.
- Legal Aspects of Human Resources Course.

● Accreditation:

- Labor Consultant License | Present.

● Volunteering:

- Legal | Health Directorate in Al-Qassim | 36 Hours.
- Organization | World Patient Safety Conference | 72 Hours.

● Technical Skills:

- Legal Research and Analysis.
- Litigation and Advocacy.
- Legal Writing.
- Negotiation and Settlement.
- Client Counseling.
- Legal Compliance.
- Contract Review and Drafting.
- Risk Assessment.
- Attend Judicial Sessions.
- Legal Ethics.
- Computer and Microsoft Office Proficiency.

● Languages: Arabic, English.

● Soft Skills:

- Leadership.
- Critical Thinking.
- Problem-Solving.
- Analytical Skills.
- Attention to Detail.
- Time Management.
- Communication Skills.
- Teamwork.
- Adaptability.
- Public Speaking.
- Organizational Skills.