

Almutasim Alameer

Legal Specialist | Saudi Labor Law | Employment & Labor Affairs
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SUUMARY

Legal Specialist with hands-on experience in Saudi Labor Law and employment-related legal matters. Strong background in employment contracts, labor compliance, legal documentation, and administrative legal procedures. Experienced in supporting organizations with labor law adherence, risk identification, and proper documentation through practical application and government digital platforms. Detail-oriented, reliable, and capable of supporting legal operations within regulated environments.

WORK EXPERIENCE

Freelance – Digital Services & Documentation Support

Jun 2024 – Present

- Managed and completed 100+ digital government service transactions through official Saudi platforms, covering diverse legal, regulatory, and administrative services.
- Supported multiple legal and regulatory processes, including documentation handling, enforcement requests, follow-ups, and administrative procedures across different authorities.
- Coordinated submissions, documentation, and timelines for various services, ensuring procedural accuracy and regulatory compliance.
- Maintained organized legal and administrative records to support efficient follow-up and adherence to official requirements.

Future Hope Day Care Center – Legal Specialist

May 2023 – Nov 2023

- Prepared, reviewed, and maintained employment contracts in accordance with the Saudi Labor Law.
- Supported compliance with labor regulations, internal policies, and employment-related procedures.
- Identified potential labor law risks and supported corrective actions to maintain regulatory compliance.
- Coordinated with relevant authorities when required regarding labor and employment matters.

Abdullah Muribed Al-Anzi Law Firm – Cooperative Trainee

Jun 2022 – Nov 2022

- Assisted in organizing legal files and administrative documentation.
- Supported procedural follow-ups and record accuracy under supervision.
- Gained exposure to structured workflows and professional office practices.

EDUCATION

Jazan University __ Jazan, Saudi Arabia | Bachelor of Law (LLB)

College of Sharia and Law | Jun 2019 to Nov 2022

Cumulative **GPA**: 4.46 out of 5.0

CERTIFICATION

- Saudi Professional Accreditation for Legal Professionals (SASL) — Saudi Bar Association
- CPD-Certified HR Apprenticeship Program — Talenzia
- English Language Diploma — Tafaseel Training Center

CORSES

- Saudi Labor Law & Employment Regulations
- Employment Contracts Drafting & Review
- Labor Compliance & Regulatory Requirements
- HR Legal Aspects & Employment Procedures
- Digital Government Services & Najiz Platform
- Legal Documentation & Administrative Legal Procedures

Core Skills

- Saudi Labor Law
- Employment & Labor Affairs
- Employment Contracts
- Labor Law Compliance
- Legal Documentation
- Legal Research
- Regulatory Compliance
- Case Follow-up & File Management
- Najiz Platform
- Legal Writing

Languages

- Arabic: Native
- English: Professional Working Proficiency