

# Doaa Alsolami

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## Professional Summary

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Legal and administrative professional with over 3 years of experience across legal affairs, human resources operations, and compliance within corporate and law firm environments. Demonstrates strong capabilities in legal research, contract drafting and review, regulatory documentation, HR platforms, and coordination with government authorities. Adept at supporting corporate, commercial, and labor-related matters while ensuring compliance with Saudi laws and regulations.

## Education

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- **Bachelor's Degree in Law – King Abdulaziz University - Graduation Year: 2021 | GPA: 4.31 / 5**

## Professional Experience

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### Legal Officer - AJEX for Logistics Services Co. | Riyadh | Nov 2023 – Nov 2025

- Conducted legal research on laws, regulations, and precedents related to corporate and project matters.
- Assisted in drafting and reviewing contracts, agreements, powers of attorney, and official correspondence.
- Supported commercial, HR, and compliance-related matters, including regulatory documentation.
- Coordinated with external legal counsel, notaries, and government authorities for filings and approvals.
- Maintained accurate legal records and documentation for corporate and transactional activities.

### HR Operations Officer (Tamheer Internship) - Sun & Sand Sports Co. | Riyadh | Feb 2023 – Sep 2023

- Supported contract administration, employee records management, and internal investigations.
- Managed HR-related platforms including Qiwa, GOSI, Muqem, and Tamm.
- Ensured compliance with Saudi labor laws and HR regulations.

### Legal Intern - AIOMari Law Firm | Riyadh | May 2022 – Dec 2022

- Assisted in legal research, drafting, and case filings through the Najiz platform.
- Reviewed legal documents and legal language to ensure accuracy and compliance.

## Courses & Certifications

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- **Six Sigma Yellow Belt**
- **Business Law for Managers**
- **Labor Education (Saudi Labor Law – MOHR)**
- **Confidentiality & NDA Fundamentals**
- **Leadership Skills & Business Contracts**

## Volunteer Experience

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### Administrative & Supervisory Volunteer – Charitable Association | 2015 – 2018

- **Completed 241 volunteer hours in administrative and supervisory tasks.**

## Skills

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- **Professional Skills:** Legal Research | Contract Drafting & Review | Corporate & Commercial Law Support | Labor Law | Compliance | Regulatory Documentation | Case & File Management
- **Technical Skills:** Microsoft Word | Microsoft Excel | Microsoft PowerPoint | Microsoft Outlook | HR Platforms (Qiwa, GOSI, Muqem, Tamm) | Legal Documentation Systems | Data Organization | Report Preparation
- **Personal Skills:** Analytical Thinking | Strong Communication | Attention to Detail | Time Management | Organizational Skills | Professional Ethics | Teamwork

## Languages

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- **Arabic**
- **English**