

# MUNEERA MOHAMMED ALNABHIH

LEGAL TRAINEE

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## SUMMARY

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Highly motivated Law graduate with strong academic excellence (GPA 4.90 – First-Class Honors). Experienced in legal training across public prosecution and major construction projects. Skilled in contract analysis, legal drafting, and reviewing EOT and Variation documentation. Currently training at the Judicial Training Center (JTC) to obtain the Saudi Bar license. Seeking to contribute to a professional legal environment through strong analytical skills and a commitment to high-quality legal work.

## KEY COMPETENCIES

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- Legal Drafting.
- Contract Analysis.
- Legal Research.
- Document Review
- Translation (Arabic-English)
- Attention to Detail
- Project Correspondence Analysis
- Time & Task Management

## PROFESSIONAL EXPERIENCE

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**Legal Co-op Trainee – Bechtel**

**Jun 15 – Aug 13, 2025**

- Gained understanding of contract lifecycle and project management stages.
- Categorized and analyzed Variation Orders and EOT-related correspondence.
- Prepared organized summaries for incoming/outgoing project letters.
- Reviewed contractual clauses and key project deliverables.
- Attended contractor meetings and learned about milestones such as TOC & FCC.

## EDUCATION

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**University of Tabuk**

**2020 – 2025**

**Bachelor's Degree in Law**

GPA: 4.90 – Excellent with First-Class Honors

Graduated: May 2025

## **COURSES**

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- Legal Drafting Skills
- Labor Culture under the Saudi Labor Law
- Legal Precedent Analysis Skills
- Stages of Criminal Proceedings
- Sound Trademark Workshop
- Berlitz English Language Course
- English Friends (Uk)- English Training Program

## **TECHNICAL SKILLS**

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- Primavera Unifier
- Strong proficiency in Microsoft Office applications, including (Word , Excel , and PowerPoint)
- Canva
- PDF Management & Document Organization

## **LANGUAGES**

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- Arabic: Native
- English: Advanced
- Turkish: Conversational

## **MEMBERSHIP**

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- Former Member – Saudi Bar Association