

Khalid Salem Al-Anazi

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Career Objective

I seek to join a distinguished organization where I can contribute my expertise and skills to achieve institutional goals, while continuously developing myself, working in a team spirit, and proactively offering effective solutions that enhance performance quality and excellence in the work environment.

Education

Bachelor's Degree in Law – Arab East Colleges, Graduation Year: 2025

Training Courses

I have completed several accredited training courses on the Droob platform that have enhanced my legal knowledge and developed my administrative and technical skills, including:

Courses related to Legal Specialization:

- Labor Culture according to the Saudi Labor Law
- Methods of Detecting Forgery and Fraud
- Entrepreneurial Mindset and Crisis Management
- Information Security

Professional and Office Courses:

- Word Processing Program (Word)
- Spreadsheet Program (Excel)
- Presentation Program (PowerPoint)
- Basics of Computer Skills

Courses related to Management and Self-Development:

- Leadership and Management Skills
- Effective Time Management
- Work Stress Management
- Challenges of the Work Environment
- Creative Thinking and Social Intelligence

Courses related to Communication and Language:

- Effective Communication with Clients
- Reading, Comprehension, and Listening in English

Skills

- Knowledge of Saudi Labor Laws
- Legal problem analysis and decision making
- Accurate and professional legal contract drafting
- Effective communication with clients
- Persuasion and negotiation skills in legal context
- Proficient in Microsoft Office programs
- Time management and ability to work under pressure

Languages

- English
- Arabic