

Ayoub Althuwaikh

✉ ay.althuwaikh@gmail.com ☎ +966550656449 📍 Riyadh

About Me

Law graduate and Legal Specialist with hands-on experience in law firms, contracting, and construction companies. Skilled in legal drafting, contract review, litigation support, and representing companies before official authorities. Experienced in handling disputes, legal research, and government platforms such as Najiz and Muean. A quick learner, adaptable, and able to work efficiently under pressure within team-oriented environments.

Experience

- COOP training,** *Youssef Al-Olayan Law Firm and Legal Consultations* 10/2023 – 12/2023
Qassim
- Gained experience in negotiation, organization, and problem-solving.
 - Attending legal sessions and litigation
 - Review contracts between employees and companies
- Law specialist,** *planning and professionalism Contracting Company* 08/2024 – 09/2025
Riyadh
- Representing the company legally
 - Drafting and auditing contracts
 - Handling and resolving internal and external disputes
- Legal Specialist and Authorized Representative,** 09/2025 – 11/2025
Al Azm Construction and Development Company Riyadh
- Handling and following up on company violations before the Board of Grievances
 - Representing the company legally
 - Drafting and auditing contracts
- Remote Legal Associatet,** *Dahyan Al-Dahyan Law Firm and Legal Consultations* 05/2024 – Present
Riyadh
- Arranging partnership agreements with companies
 - Preparing legal memos
 - Managing case files remotely
- Administrative Assistant,** *AlKhalejiah company* 12/2025 – Present
Riyadh
- Administrative Coordinator tasked with overseeing permits and materials at King Khalid International Airport, collaborating with security authorities. This role combines administrative duties with hands-on fieldwork.

Education

- Bachelor's in Law,** *Majmaah University* 02/2020 – 01/2024
Majmaah

Skills

- Experience with Najiz and Muean government websites
- Litigation assistance
- Teamwork & communication
- Microsoft office
- Legal drafting
- Case management
- Quick learner & adaptable
- Able to work under pressure