

Shouq Dafir Alamri

Legal Trainee | Law & Compliance | Regulatory Affairs | Legal Research | Documentation

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PROFESSIONAL PROFILE

Law graduate with practical training at the Board of Grievances and experience in law firms and as legal Specialist. Strong knowledge of Saudi laws and regulations, with expertise in legal research, legal drafting, memorandum presentation, case management, Client communication stakeholders coordination and administrative support. Highly organized detail-oriented, and able to work effectively in a professional and fast paced environment while ensuring compliance and accuracy.

CORE COMPETENCY AREAS

- Legal Research & Analytical Thinking
- Regulatory & Policy Interpretation
- Compliance & Risk Awareness (AML / KYC)
- Attention to Detail & Accuracy
- Professional Communication & Team Collaboration
- Customer Service & Stakeholder Management
- Digital & Systems Proficiency

PROFESSIONAL EXPERIENCE

Legal Specialist Intern | Board of Grievance

Role Overview

Completed the “**Khabir**” program at Board of Grievances, gaining practical experience in administrative procedures, legal document review and regulatory analysis, with a focus on compliance and accuracy

Core Responsibilities

- Drafted legal memorandum and performed case law analysis.
- Assisted in organizing and conducting legal workshops
- Prepared legal reports and monitored judicial procedures

Legal intern | Amina Al-shmrani law firm

Role Overview

Legal Intern at Amina Al-Shamrani Law Firm, gaining hands-on experience in legal practice, administrative support, and legal communication over a five-month training period

Core Responsibilities

- Drafted legal memoranda and official correspondence with attention to legal accuracy and regulatory compliance
- Provided administrative and legal clerical support in a structured legal environment ensuring proper documentation and case management
- Assisted in preparing and organizing case files in accordance with legal procedures and regulatory requirements
- Supported legal advisory processes under supervision with exposure to legal analysis, compliance principles, and risk awareness

ACADEMIC BACKGROUND

University of Jeddah | Saudi Arabia

Bachelor of Law | February 2024

Judicial Training Center, Ministry of Justice – Saudi Arabia 2025–Present

Higher Diploma in Law (Legal Practice)

CERTIFICATES & COURSES

- Excel & Power BI Course | Emdad knowledge Training Center | 2025
- Team Management Course | University of Michigan
- Data Entry in Excel Course | King Faisal University
- Certificate in Project Planning | Misk Foundation

SKILLS

- Legal Research & Documentation
- Attention to Detail & Analytical Thinking
- Professional Communication & Teamwork
- Administrative & Case Management Support
- Legal & Regulatory Compliance (KYC / AML)

LANGUAGE

- Arabic (Native)
- English (good)