

yasir Sami Alharbi

Legal Specialist | Contracts Specialist

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PROFILE

Recent Law graduate seeking an entry-level position as a Legal or Contracts Specialist in a professional legal environment. Aiming to develop practical skills and gain hands-on experience in legal research, drafting legal memoranda, and contract-related tasks. Motivated, detail-oriented, and committed to continuous learning and professional growth in the legal field.

EDUCATION

Taibah University

08/2021 – 05/2025 | Medina

Graduated with a Bachelor of Law with Second Class Honours, with a cumulative GPA of 4.48.

EXPERIENCE

Cooperative Training

09/2024 – 12/2024 | Medina

- Gained exposure to the different functions and specializations of the courts.
- Assisted in drafting legal memoranda and documents.
- Supported legal research activities and the preparation of case summaries.

COURSES

- Principles and Skills of Administrative Investigation
- Principles and Skills of Contract Drafting

SKILLS

- Legal Research
- Legal Drafting
- Document Review
- Knowledge of Legal Principles
- Administrative Support
- Time Management
- Communication Skills
- Attention to Detail
- Computer Skills (Microsoft Office)
- Teamwork and Collaboration

LANGUAGES

- Arabic
- English