

Ruba Abdulrhman Almaghrabi
Legal Specialist

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Objective: Holder of a Bachelor's degree in Law with First Class Honors. I possess legal experience in case study, preparation and drafting of legal memoranda and contracts, and follow-up of legal procedures on judicial and governmental platforms. In addition, I have administrative experience in coordinating and organizing administrative tasks, as well as managing and operating facilities.

Education : Bachelor's Degree in Law – Specialization in Legal Systems, King Abdulaziz University, 2021, with First Class Honors and a GPA of 4.80 out of 5.

Work Experience

Insurance Specialist – Salama Cooperative Insurance Company (2022–2023)

- ❖ Prepared and reviewed insurance documents to ensure accuracy and compliance.
- ❖ Submitted and followed up on insurance applications, enhancing processing efficiency.
- ❖ Conducted audits and reviews to verify adherence to policies and procedures.
- ❖ Communicated with clients to offer guidance and support throughout processes.
- ❖ Handled insurance claims, delivering timely and high-quality service.

Legal specialist – Nasser Al-Adhali Law Firm (2024)

- ❖ Conducted thorough legal research and analysis of cases
- ❖ Drafted and wrote comprehensive legal memoranda
- ❖ Prepared, drafted, and reviewed contracts to ensure compliance
- ❖ Filed lawsuits and monitored subsequent legal procedures
- ❖ Plead before courts to advocate for clients' interests
- ❖ Followed up on execution of judgments to ensure enforcement
- ❖ Communicated effectively with clients to provide updates and advice.

Project and Services Management Specialist – Muheel Facility Management Company (2024–2025)

- ❖ Managing and organizing facilities projects.
- ❖ Monitoring facility operations and maintenance to ensure continuity of service.
- ❖ Overseeing work quality and ensuring compliance with safety standards.
- ❖ Preparing periodic reports on project and facility progress.
- ❖ Resolving operational issues and making appropriate decisions.

Skills

- ❖ Preparing and drafting legal memoranda
- ❖ Utilizing judicial platforms
- ❖ Drafting and reviewing legal contracts and agreements
- ❖ Analyzing and studying legal cases
- ❖ Conducting legal research and analysis
- ❖ Preparing professional reports
- ❖ Using computers and Microsoft Office programs
- ❖ Managing time and completing tasks efficiently
- ❖ Organizing and planning effectively
- ❖ Communicating and persuading clearly
- ❖ Managing projects successfully
- ❖ Solving problems effectively

Voluntary Work and Initiatives: Legal Volunteer – Al-Luhaidan Law Firm and Legal Consultants (2020–2021)

Courses

- ❖ Advanced Applications in Labor Disputes – Judicial Training Center
- ❖ Advanced Applications in Criminal Cases – Judicial Training Center
- ❖ Asset Evaluation and Management in Government Entities Amid the Transition to Accrual-Based Accounting – Doroob Platform
- ❖ Labor Culture – Social Security Administration
- ❖ Labor Culture According to the Saudi Labor Law – Doroob Platform
- ❖ Integrated Program in Legal Drafting – Administrative Creativity Training Center

Certificates : Trainee Lawyer Identification Certificate (February 13, 2024)

Languages : Arabic – English