

Ola Anwar Aldossary

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Professional Summary

A recent Law graduate with diverse hands-on experience in the legal field through internships and work at law firms and legal companies. Skilled in contract drafting, client relations, and participation in commercial, criminal, and labor cases. Ambitious and highly motivated, seeking to join a reputable law firm or company to enhance legal expertise and refine professional skills.

Education

Bachelor of Laws (LLB)

Prince Mohammad Bin Fahd University | 2017 – 2023

High School Diploma – Natural Sciences

Al Aziziyah Private Schools | 2014 – 2016

Skills

- Contract drafting and review
- Legal research and analysis
- Case management and legal follow-up
- Negotiation and persuasion skills
- Ability to work under pressure
- Fast adaptability to work environments
- Punctuality and accuracy
- Data analysis
- Financial analysis
- Accounting
- Planning and organization
- Research and development

Languages

- Arabic: Native
- English: Very Good

Experience

Faisal Al-Hazal Law Firm – Trainee Lawyer & Marketing

Feb 2025 – Aug 2025

- Drafted, prepared, and reviewed contracts.
- Directly handled clients and provided legal consultations.
- Participated in criminal, commercial, and labor cases.
- Executed marketing campaigns and office marketing plans.

Abdulrahman Al-Taysan Law Firm – Lawyer Assistant, Contract Drafting & Public Relations

Oct 2024 – Jan 2025

- Drafted and reviewed commercial contracts.
- Built and managed client relationships.
- Assisted in daily legal operations.

Nahj Legal Company – Trainee Lawyer & Public Relations

Jul 2024 – Jan 2025

- Filed cases via “Najiz” and “Taradhi” platforms.
- Worked on commercial and financial cases.
- Coordinated with clients and followed up on legal procedures.

MFA Law Firm & Consulting – Legal Intern

May 2023 – Aug 2023

- Provided legal support to the team and drafted client consultations.
- Shadowed lawyers to gain experience in case management and workflow organization.
- Managed files, correspondence, and administrative tasks.

Training Courses

- Contract Drafting
- Civil Transactions Law
- Commercial Arbitration
- Fundamentals of Labor Law
- International Humanitarian Law