

Khalid Musallam Albalawi

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Riyadh, Saudi Arabia

SUMMARY

Skilled in the legal field with a Bachelor’s Degree in Law, demonstrating expertise in legal research, case management, and document drafting. Proficient in using legal databases and software to support case analysis and compliance. Adept at interpreting contracts and understanding legal procedures, with a focus on advancing in the legal specialization. Committed to applying comprehensive legal knowledge and technical skills to contribute effectively within the legal profession.

EXPERIENCE

Car Tech Trading | Saudi Arabia

Administrative Assistant | 21 February 2023 – 9 April 2024

- Coordinated with government departments to ensure compliance and address regulatory needs.
- Managed interactions with banks for financial transactions and account management.
- Contributed to the development and implementation of company growth strategies.
- Organized, categorized, and maintained company records and transactions.
- Reviewed and analyzed monthly reports to provide insights and support decision-making.

Muslim Hamad Albalawi Foundation | Saudi Arabia

Vehicle Movement Supervisor | 27 July 2017 – 19 September 2021

- Managed and coordinated daily vehicle movement operations and scheduling.
- Accurately documented and maintained vehicle information and data.
- Systematically organized and updated records of vehicle movements.
- Conducted thorough inspections of vehicles to ensure safety and compliance.
- Addressed and resolved vehicle-related issues and discrepancies.

EDUCATION

University of Tabuk - College of Sharia and Law | Saudi Arabia

Bachelor Degree in Law | GPA=4.71\5 with Second Class Honors | 2018-2022

OTHER

- Courses:**
 - Design Thinking | Doroob | August 2023.
 - Creative Thinking Skills | Doroob | June 2023.
 - Social Intelligence Skills | Doroob | June 2023.
 - Managing Stress at Work | Doroob | June 2023.
 - Effective Communication with Customers | Doroob | June 2023.
 - Manage Time Effectively | Doroob | June 2023.
 - Introduction to Microsoft Office Programs | Doroob | May 2023.
 - Social Insurance Systems and Executive Regulations | Doroob | May 2023.
 - Introduction to Human Resources Functions | Doroob | April 2023.
 - Understand Customer Needs | Doroob | April 2023.
 - Labor Education According to Saudi Labor Law | Doroob | April 2023.
 - Introduction to the International Protocols, Treaties, and Conventions | Doroob | February 2023.
 - English Course: Headway Beginner | New Horizon Institute (Direct English) | May-March 2018.
- Achievements:**
 - Organized and led various university activities and events, enhancing campus engagement and contributing to a dynamic student environment.
- Technical Skills:**
 - Legal Research and Analysis.
 - Case Management Systems.
 - Document Drafting and Legal Writing.
 - Contract Review and Interpretation.
 - Legal Software and Tools.
 - Legal Procedures and Compliance.
 - Management Principles.
 - Computer Skills.
 - Microsoft Office Suite.
- Soft Skills:**
 - Adaptability.
 - Communication.
 - Organizational Skills.
 - Decision-Making.
 - Interpersonal Skills.
 - Problem-Solving.
 - Time Management.
 - Conflict Resolution.
- Languages:** Arabic, English.