



TAMIM ALJEWAIR

Paralegal

Contact



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Languages

- English
- Arabic

Skills

- Time Management
- Problem Solving
- Teamwork Negotiation
- Critical Analysis Drafting
- legal documents
- Commercial Awareness
- Research & Development
- Oral & Written
- Communication Initiative & Independence
-

Experience

The Myriad Leasing Department

08/2023 - 09/2023
Dubai, UAE

- Basics of Sales.
- Basics of Marketing.
- Basics of Customer Service.

Atyar & Partners Law Firm Legal Trainee

01/2021 - 04/2021
Al Khobar, KSA

- Legal & Market studies, Expeditor, Commercial fraud cases, R&D.
- Contract Reviewing & Drafting, Labor cases, Reports, Article of association.
- Commercial papers, Marketing, Sensitive information handling.
- Insurance fraud cases, Public relations& Private sector, Government tenders.
- Civil & Criminal cases, Translation.

Rawabi Holding Corporate Legal Department

07/2017 - 08/2017
Al Khobar, KSA

- Development Program: Labor Law, Filing, Companies Law, Case study & Reports.
- Contracts, Translation, Capital Market Authority, Confidentiality Agreement.
- Worker Non-Competition, Conflict of Interest Declaration Memorandum of
- understanding.
- Agency Agreement, Joint Venture Agreement, Article of Association.

CERTIFICATION

- TOEFL IBT (85)
- GRE (279)

Principles of Financial Accounting - Accounting Framework

Human Resources Development Fund

The Fundamentals of Digital Marketing

Google Digital Garage

Feasibility Study Basics

Human Resources Development Fund

Education

Master's in Construction Law and Dispute Resolution 2022 - 2024
Dubai, UAE

The British University

- Principles of arbitration and dispute resolution.
- Features of construction and impact on disputes.
- Debt and equity in construction financing.
- Drafting arbitration awards.
- Legal issues in UAE and in practice.

Bachelor's Degree of Arts in Law 2013 - 2018
Prince Mohammed Bin Fahd University Al Khobar, KSA

- 3.27 out of 4 GPA.
- Law Club member, Case Analysis "FIRAC", Comparative Research, Reviewing.
- Contracts, Legal issues, Common & Civil Law, Moot court Presentation.
- Learning logs.

Courses

Principles of Financial Accounting - Accounting Cycle

Human Resources Development Fund

Data Analysis

Human Resources Development Fund

Intro to Financial Sustainability

BSF Scholarship program

Introduction to the patent cooperation treaty

World intellectual property organization

E-tutorial on using patent information

World intellectual property organization

Impact Investment

United Nations Industrial Development Organization

Impact Investment

United Nations Industrial Development Organization

Virtual Store Management

Human Resources Development Fund

Virtual Store Management

Human Resources Development Fund

Mastering the Sale Process

Human Resources Development Fund

Marketing

Human Resources Development Fund

Retail Store Management

Human Resources Development Fund

Principles of Working in Customer Service

Human Resources Development Fund

Professional Sales

Human Resources Development Fund

Test Product and E-Store

Human Resources Development Fund

How do I Practice Marketing

Human Resources Development Fund

Customer Service - Know your Customer

Human Resources Development Fund

Understand Customer Needs

Human Resources Development Fund

Customer Service and Branding

Human Resources Development Fund

Vertical and Cross Selling Skills

Human Resources Development Fund

Steps to Establish a Business

Human Resources Development Fund

Customer Service - Professional Interaction

Human Resources Development Fund

Fundamentals of Electronic Retail and Supply Chain

Human Resources Development Fund

E-Marketing with the Lowest Costs

Human Resources Development Fund

Managing Innovation

World intellectual property organization

Labor Education to Saudi Labor Law

Human Resources Development Fund