

Abdulrahman Al-Ghabban

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Career Objective

Motivated and detail-oriented Government Relations Officer with comprehensive knowledge of Saudi Arabian government procedures and regulations. Proven ability to manage official documentation, liaise effectively with government bodies, and ensure full legal compliance. Currently undergoing professional legal training through the High Diploma program for the Practice of law. Seeking to contribute to a reputable organization by streamlining governmental transactions and ensuring regulatory compliance.

Education

Bachelor's Degree in Law (Legal Systems) University of Tabuk, 2020 – 2024.

GPA: 4.85 / 5.00 — and Overall Grade of Excellent With First Class Honors.

Current Training

High Diploma in Law Practice (Legal Training Program)

The judicial training center is – ongoing

Participating in specialized legal training to qualify for the legal profession, including practical workshops and case handling in line with the Saudi Bar requirements.

Work Experience

Mohammed Sakran Al-Sakran Transport Company, 2022 – 2025
(Government Relations Officer)

- Managed issuance and renewal of residency (Iqama) and work permits.
- Operated official platforms such as Absher, Muqem, and TAM.
- Drafted official letters and maintained accurate records and documentation.
- Coordinated with governmental entities: Ministry of Human Resources, GOSI, Passport Department, and Municipality.

Skills

- Government Relations & Compliance • Drafting Formal Correspondence.
- Attention to Detail & Organizational Skills • Proficient in Microsoft Office (Word, Excel)
- Strong Verbal & Written Communication

Courses

| Labor Education | Saudi Labor Law | Fundamentals of Management
| Excel Spreadsheet Program | Microsoft Word Program

Languages

Arabic: Native, **English:** Intermediate