Huda Abdulaziz Al mutawa

Legel counsel | Lawyer

hudaaalmutawa01@gmail.com +966 567824771 Jeddah, Saudi Arabia linkedin

SUMMARY

Licensed Lawyer with two years of experience in the legal field, specializing in drafting legal memoranda, pleadings, and legal research, as well as handling cases before judicial authorities. Skilled in legal analysis, contract drafting, and providing legal advice in accordance with Saudi laws and regulations. Demonstrates strong attention to detail, analytical thinking, and the ability to manage legal matters effectively and professionally.

EDUCATION

Bachelor of law, *King Abdulaziz University* 08/2019 – 06/2024
Jeddah, Saudi Arabia

PROFESSIONAL EXPERIENCE

Legel aid center, *Lawyer Trainee* 07/2024

- Demonstrated ability to manage legal matters efficiently under pressure while meeting strict deadlines.
- Skilled in drafting legal pleadings, memoranda, statements of claim, defenses, and other legal documents.
- Experienced in handling litigation procedures and filing cases before civil, labor, commercial, personal status, and administrative courts.
- Effective in client communication, legal consultation, and setting clear expectations regarding legal processes and case strategies.
- Proficient in analyzing opposing parties' claims, identifying legal and procedural deficiencies, and developing strategies to support successful case outcomes.

Azzer Law Firm, *Co-op Training* 09/2023 – 11/2023

- Conducted extensive legal research that aided in providing accurate and timely legal opinions.
- Proofreading and correcting documents and lawsuit papers, so that I participated with the team in adding and amending the submitted document.
- Writing a legal opinion and filing a lawsuit through the (Najez) portal and issuing powers of attorney.
- Reviewing a request in the Execution Court to inspect the clients' procedures and issue a performance order.

Ruofiatt legel club, *Writing content* 05/2022 – 12/2023

- Participate in writing legal narratives and media content with the work team.
- Supervising the audio content in the Ruofiatt Legal podcast

SKILLS

Litigation and Case Management | Drafting Legal Memoranda and Pleadings | Legal Consultation | Legal Research and Analysis | Dispute Resolution and Negotiation | Court Filing Procedures | Contract Drafting and Review | Regulatory Compliance | Critical Thinking | Client Relationship Management

CERTIFICATES

Social Insurance Systems and Executive Regulations — Human Resources Development Fund - 2024

Labor Education according to Saudi Labor Law — Human Resources Development Fund - 2024

Analyzing cases using the IRAC method — Faculty of Law, KAU - 2023

Introduction to enforcement justice — Alshawy Professional Development Training - 2023

Family law in Islam — Faculty of Law, KAU - 2022

Drafting the claim statement — Faculty of Law, KAU - 2021

LANGUAGES

English

Arabic