GHOFRAN AL GHAMDI

Jeddah, Saudi Arabia • +966596886355 • Ghofran.339@gmail.com

SUMMARY

I am a legal professional with experience in immigration, regulatory compliance, and business consulting. I am skilled at drafting & reviewing legal documents, managing cases, and navigating various government portals. I am now seeking a role within a legal department where I can apply my administrative and regulatory expertise.

WORK EXPERIENCE

Trainee Lawyer - Ahmed Al Attas Law firm, Jeddah

DEC 2025 - PRESENT

- Draft and proofread formal legal correspondence, memos, and contracts in both Arabic and English
- Successfully negotiated administrative fee adjustments and penalty waivers with government entities, resulting in significant cost savings for clients.
- Facilitate settlement procedures and mediation sessions through Taradhi platform to resolve commercial disputes efficiently
- Managed case filing and court documents preparartions through Najiz

Immigration Consultant - FRAGOMEN Arabia, Riyadh

FEB 2023 - AUG 2024

- Advised multinational clients on end-to-end immigration requirements, risk areas, document readiness, and regulatory updates.
- Prepared concise case summaries, detailed reports, and internal tracking logs
- Handled government portals transactions and supported clients with complex cases.
- Assisted in the mobilization of more than 200 employees for various clients.

Mobilization Team Leader - AECOM Arabia, Riyadh

MAR 2022 - MAY 2022

- Managed large-scale mobilization projects for engineering and construction pograms by coordinating visa processing, travel arrangements, document collection, onboarding steps, and communication with external vendors.
- Supervised the mobilization team, improving workflow efficiency and standardizing documentation procedures.
- Ensured compliance with Saudi employment and regulatory requirements.

Employer Services Advisor - Deloitte, Riyadh

SEP 2021 - FEB 2022

- Provided detailed guidance on visa requirements and labor law procedures.
- Delivered expert guidance to HR and mobility teams on visa strategies, processing timelines and government procedures.
- Analyzed complex immigration cases and provided practical solutions aligned with client business needs.

Mobilization Coordinator - AECOM Arabia, Riyadh

OCT 2019 - NOV 2020

- Managed onboarding and mobilization for new hires and project staff.
- Coordinated visas, Iqama transfers, medical and travel arrangements for new hires.
- Maintained accurate trackers and documentation for large scale project staffing.
- Handled confidential employee information with accuracy and professionalism.

Immigration Consultant - FRAGOMEN, Dubai JUN 2018 - JUL 2019

- Managed full immigration case lifecycle for corporate clients across KSA, successfully mobilizing 500+ employees.
- Conducted eligibility checks, document reviews, and case assessments.
- Handled complex cases and offered practical solutions to avoid delays.
- Delivered high-quality client service in a fast-paced, deadline-driven environment.
- Recognized as Subject Matter Expert for KSA immigration cases.

SKILLS & CORE COMPETENCIES

- Drafting Legal documents & Case Summaries in English and Arabic
- Government portals management (Najiz, Taradhi, QIWA, GOSI, Muqeem)
- Regulatory Compliance & Risk Identification
- Stakeholder & Client Relationship Management
- Process Optimization & SLA Management

EDUCATION CERTIFICATE

Bachelor of Law - King Abdulaziz University