

AREEJ FADEL

LEGAL AID LAWYER

CONTACTS

📍 Said Ibn Uthbah, Riyadh,
13222, Saudi Arabia

✉ areej_19990@outlook.sa

☎ 554616515

SKILLS

Document control

Case management

Documatrix

Critical thinker

meticulous

LANGUAGES

Arabic

English

PERSONAL DETAILS

Date Of Birth

28.10.1999

Nationality

Saudi

Marital Status

Married

ABOUT ME

Personable legal assistant who display the utmost level of professionalism and confidentiality. follows directives and employs all necessary steps to excel in high pressure situations.willing to continually research and learn new techniques on how to improve the efficiency and dfficacy of each case.

WORK EXPERIENCE

LEGAL AID LAWYER

Al-Bassam International Company, Riyadh

JAN - 2021

MAR - 2022

- Collected data to to prepare and draft settlement packages for Clints.
- Managed communication with courts regarding status of petitions and granted orders.
- Drafts various court document, invoices, and enclosures at attorneys request.
- Corresponded daily with clients.
- Prepared legal complaints, summons, and interrogatorie.

EDUCATION

ASSOCIATE OF SCIENCE

King Saud University

2021

General practice paralegal studies

COURSES

SPEECH AND COMMUNICATION SKILLS FOR LAWYER

Doroob

JAN - 2021

JAN - 2021

SAUDI WORKER'S RIGHT IN THE SAUDI LABOR LAW

Doroob

JAN - 2021

MAY - 2023

INFORMATION SECURITY

Doroob

JAN - 2021

JAN - 2021