

NA

PERSONAL INFORMATION

Graduate of Law, seeking a position that will allow me to utilize and improve my skills.

Nationality:

Saudi Arabia, Riyadh

Date of Birth:

2 Feb 1998

Marital Status:

Single

SKILLS

TECHNICAL SKILLS:

Microsoft Office

Excel

PERSONAL SKILLS:

Quick Study

Able to work in teams or groups

Good communication with others

Continuous Improvement

LANGUAGE

Arabic

English

CONTACT

PHONE:

+966501608316

EMAIL:

Noura-a-l@hotmail.com

NOURA ABDULRAHMAN ALBREDI

EDUCATION

Princess Nourah Bint Abdulrahman University

Diploma of Law - with **Excellent** Grade and **GPA of (4.90 out of 5)**

With first class honor .

EXPERIENCE

CO-OP Training at Princess Nourah Bint Abdulrahman University, for (5 months).The training was at the Deanship of Academic**Development the responsibilities are:**

- Work on some of the university's contracts.
- Review of legal texts
- Work on some of changes in university laws
- Assistant Legal Counsel
- Work on financial regulations pertaining to the Deanship of Academic Development

TRAINING & COURSES

Legal aspects of Human Resources

Date (16/5/2020)

Litigation procedures in front of board of the Board of Grievances

Date (23/4/2020)

Appealing Administrative Decisions

Date (23/11/2019)

Contracts Drafting

Date (16/11/2019)

Labour Issues

Date (10/04/2018)- Drafting and types of contracts

Combating the crime of harassment between crime and behavior

Date (12/03/2018)

National Drug Prevention Project

From (22/03/2017) to (23/03/2017)

VOLUNTEER & EVENTS

First Forum Nourah giving volunteerism

From (10/04/2016) To (14/04/2016)

Global Entrepreneurship Week

From (19/11/2017) To (21/11/2017)