

Rashed Alajlan

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EDUCATION

Bachelor Of Law, Imam Mohammad Ibn Saud Islamic University, Riyadh – Saudi Arabia
05/2013 – 05/2016

WORK EXPERIENCE

Head Of Legal, Hamat Alsahab Company, Riyadh
05/2024 – Current

- **Legal Consulting & Compliance:** Provided specialized legal advice across various areas and ensured adherence to local and international laws.
- **Labor and Employment Law:** Oversaw employment practices, employee rights, and labor relations, resolving disputes to ensure legal compliance.
- **Contract Law:** Drafted, reviewed, and negotiated contracts to protect company interests and ensure legal validity.
- **Intellectual Property Law:** Protected the company's intellectual property through trademarks, patents, and copyrights, addressing any infringements.
- **Company Establishment & Governance:** Facilitated the formation of new companies, managed corporate governance, mergers, and acquisitions, and ensured compliance with relevant regulations.
- **Employee Investigations:** Chaired the employee investigations committee, evaluating internal cases to ensure disciplinary actions and adherence to company policies and legal standards.

Head Of Legal, 35invst Company, Riyadh
01/2023 – 01/2024

- **Legal Consulting & Compliance:** Provided specialized legal advice across various areas, ensuring strict adherence to local and international legal standards.
- **Labor and Employment Law:** Managed employment practices and employee rights, oversaw labor relations, and resolved disputes to ensure compliance with applicable laws.
- **Contract Law:** Responsible for drafting, reviewing, and negotiating contracts to protect the company's interests and ensure legal robustness.
- **Intellectual Property Law:** Safeguarded the company's intellectual property assets through effective management of trademarks, patents, and copyrights, and addressed any infringement issues.

Legal Services, Extend, The Ad Network, Riyadh
06/2022 – 01/2023

- **Intellectual Property Law:** Managed the protection and enforcement of patents, trademarks, copyrights, and trade secrets, including licensing and addressing infringements.
- **Business Law:** Drafted and reviewed business contracts, ensured regulatory compliance, and resolved legal disputes.
- **Legal Consulting:** Provided specialized legal advice, drafted essential documents, and conducted due diligence to support strategic decisions.
- **International Law:** Handled negotiations for international treaties and agreements, and managed cross-border transactions.
- **Corporate Law:** Oversaw company formation and corporate governance, managed mergers and acquisitions, and ensured compliance with corporate regulations.

Attorney, Ahmed Alfeda Legal Office, Riyadh
01/2022 – 06/2022

- **Corporate Law:** Managed company formation and governance, oversaw mergers and acquisitions, and ensured compliance with regulatory requirements.
- **Labor and Employment Law:** Supervised employment practices and employee rights, resolved labor disputes, and ensured compliance with employment laws.
- **Contract Law:** Drafted, reviewed, and negotiated contracts to protect interests and ensure legal validity.
- **Legal Issues:** Addressed various legal issues arising in business or legal relationships.
- **Contracting Law:** Managed and coordinated contracting processes, including drafting and interpreting contracts and resolving contracting issues.

- **Real Estate Development Cases:** Handled legal matters related to real estate development, including transactions, permits, and regulatory compliance.

Attorney(Part-Time Work) Dr. Abdullah Alothaim Consulting, Riyadh

10/2021 – 03/2022

- **Issues Family Law.**
- **Issues Financial Law.**

Lawyer, TamkeenHR, Riyadh

06/2019 – 11/2021

- **Corporate Governance:** Oversaw the implementation of policies and procedures to ensure effective governance of the corporation, including board responsibilities and shareholder relations.
- **Board Governance:** Managed and supported the board of directors in fulfilling their duties, including strategic oversight and compliance with governance standards.
- **Legal Compliance:** Ensured adherence to all relevant laws, regulations, and internal policies to mitigate legal risks and maintain organizational integrity.
- **Risk Management:** Identified, assessed, and managed legal and operational risks to protect the organization from potential liabilities and ensure business continuity.
- **Labor and Employment Law:** Supervised employment practices, employee rights, and labor relations, ensuring compliance with employment laws and resolving disputes.
- **Contract Law:** Drafted, reviewed, and negotiated contracts to safeguard the organization's interests and ensure legal enforceability.

Legal Representative, I-Man Co. Group, Riyadh

04/2018 – 06/2019

- **Drafting Contracts:** Created and formulated contracts to ensure clarity and legal compliance.
- **Legal Issues:** Addressed and resolved various legal matters.
- **Legal Research:** Conducted research to support legal advice and case preparation.
- **Legal Assistance:** Provided legal support, including advice and document preparation.
- **Labor and Employment Law:** Managed employment practices and ensured compliance with labor laws.
- **Contract Law:** Handled contract drafting, review, and negotiation.

Trainee Lawyer, Fadel Law Firm & Legal, Riyadh

12/2016 – 08/2017

- **Drafting Contracts:** Created and formulated contracts to ensure legal clarity and compliance.
- **Communicating with Clients:** Engaged with clients to provide updates, gather information, and address their concerns.
- **Reviewing Security Authorities:** Evaluated and reviewed security authority reports and documentation as part of court proceedings.

CERTIFICATIONS AND TRAININGS

- **LinkedIn,** Business Law for managers.
- **LinkedIn,** Leadership Tips tactics and advice.
- **The Financial Academy,** Compliance Foundations Professional Exam – Second edition.
- **LinkedIn,** SOC 2 Compliance Essential Training.
- **Ministry of Justice,** License to practice Law.
- **Judicial Training center,** Lawyers training.

SKILLS

- Critical thinking
- Leadership
- Problem solving
- Risk and Compliance
- MS Office Suite
- Adaptability
- Legal research
- Corporate governance

Languages: English, Arabic