

# Abdulrahman Ahmad Alsharif

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## CERTIFIED LEGAL COUNSEL

### EXECUTIVE SYNOPSIS

Versatile, certified legal practitioner with 6+ years of rich diverse in-house experience in corporate law, NGO law and commercial laws in independent practice as well as with reputable organizations in Saudi Arabia  
Dynamic result-driven professional seeking a leadership assignment to leverage multifaceted competencies and deliver outstanding results aligned to corporate goals and objectives, thus adding value to the organization

- ✓ Competent legal professional with extensive hands-on experience in delivery of quality cost effective legal services and solutions meeting requirements of corporate, SME and NGO clients.
- ✓ Comprehensive working experience as in-house Counsel, prowess to operate and participate in different legal work and legal aspects of projects with both public and private entities and SMEs sector.
- ✓ Proven competence of development, implementation and updating of organizational legal and corporate governance frameworks adopting best practices and complying with applicable legal and statutory requirements.
- ✓ Skilled in management of complex assignments and achieving all predefined goals and objectives related to business results, legal compliance and risk mitigation.
- ✓ Background of providing legal counsel and advisory to over 300 start-ups/entrepreneurs in the SME sector in Saudi Arabia.
- ✓ Deft in collaborating with internal and external stakeholders as well as leading and motivating professional teams, eliciting superior performances aligned to organizational goals and objectives.
- ✓ Profound experience in attending court hearings, drafting legal documents including pleadings, discovery, motions, briefs, contracts, and wills.
- ✓ Duly recognized as a high caliber Lawyer with strong attorney experience and skills with proficiency to formulate & execute plans to oversee corporate & legal affairs, liaises with legal departments, jurisprudence to study different scenarios along with due diligence & offer strategic advisory to prepare judicious arguments and frame legal roadmap
- ✓ Proactive achievement driven professional with excellent communicating, coordinating, problem solving, decision making, planning and executing skills.

### CORE SKILLS

- ★ Legal Practice and Counsel
- ★ Corporate Law
- ★ NGO Law
- ★ Preventive Law
- ★ Commercial Law
- ★ Legal Risk Management and Mitigation
- ★ Litigation and Dispute Resolution
- ★ Legal Documentation
- ★ Legal and Commercial Due Diligence
- ★ Legal Framework Development and Implementation
- ★ Corporate Governance
- ★ Statutory and Regulatory Compliance
- ★ Budgets and Cost Control
- ★ Strategy Planning and Execution
- ★ Negotiation and Deal Closing
- ★ Teamwork and Leadership

### EDUCATION

### PROFESSIONAL EXPERIENCE

#### Qunna For legal solutions & services

November 2020 to date

*Qunna is a startup legal firm, providing creative and proactive legal solutions and services to small and medium-sized enterprises (SMEs), via practicing preventive Laws including business law, contract law, corporate law, employment law, estate planning, intellectual property, and real estate transactions.*

#### Founder and Legal Director

Local law firm  
2020

April 2019 to November

Riyadh, KSA

Independent Legal Counsel

#### Highlights:

- ✓ Established and serving as Legal Director of **Qunna for Legal Solutions and Services**, a start-up legal firm which provides creative and proactive legal solutions and services to small and medium enterprises (SME) in the areas of business law, contract law, corporate law, employment law, estate planning, intellectual property and real estate transactions. The practice focuses on preventive law, assisting clients in anticipating and mitigating legal risks.
- ✓ Credited for offering valuable legal advice to various clients and represent different clients at several courts for various commercial legal matters/ court

✦ **Master's Degree in Law**,  
Mississippi College School of  
Law, Jackson MS USA, May  
2016

✦ **Bachelor's Degree in  
Sharia Law**, Islamic  
University of Madinah,  
Madinah KSA, May 2012

## CERTIFICATIONS

- ✦ Lawyer Practice Certificate,  
Ministry of Justice, KSA,  
2019
- ✦ Certified Islamic Banker  
(CIB), General Council for  
Islamic Banks and Financial  
Institutions (CIBAFI)
- ✦ ISCEA Certified Supply  
Chain Analyst (CSCA),  
Council of Saudi Chambers,  
KSA, 2019
- ✦ Legal English, Syracuse  
University, New York NY  
USA, 2014
- ✦ English Level 3 –  
Intermediate Proficiency, The  
University of Texas at Austin,  
Austin TX USA, 2013
- ✦ English Level 1 – Beginner,  
The University of Texas at  
Austin, Austin TX USA, 2013

## TRAINING

- ✦ Compliance Management,  
Riyadh Chamber of  
Commerce, KSA
- ✦ Introduction to Corporate  
Governance (101), SGC the  
Financial Academy, KSA
- ✦ New Saudi Arabian  
Companies Law, KSA
- ✦ Formulating Strategy,  
Ashridge Executive  
Education
- ✦ Anti-Cyber Crime Law. KSA

## VOLUNTEERING

- ✦ Dar Al Furqan Endowment,  
KSA – provided volunteer  
legal services
- ✦ Biban Al Madinah Forum,  
KSA – served a member of  
the team of consultants for  
the organization's SME  
Accelerator program
- ✦ Al Munawara Accelerator  
Program – participated as a  
legal advisor to  
entrepreneurs under the  
start-up accelerator scheme

case encompassing litigation, mergers & acquisitions and corporate regulatory compliances ensure policy compliance.

### Responsibilities:

- ✓ Provide legal counsel to a portfolio of clients including companies and start-up organizations contributing to smooth operation of client businesses.
- ✓ Draft and vet various legal documents including co-founders' agreements, intellectual property agreements, non-disclosure agreements and shareholder agreements as per client requirements.
- ✓ Advise client managements/leaderships on legal aspects of corporate and operational matters
- ✓ Deliver legal services on a wide range of issues related to operations of companies and start-ups including corporate governance, commercial contracts and agreements.
- ✓ Support client managements/leaderships in assessing and mitigating legal risks associated with various alternative means for achieving business goals.
- ✓ Work closely with various departments and internal counsels of client organizations in handling and resolving disputes through litigation/arbitration/mediation as appropriate.
- ✓ Support clients in managing government relations, liaise as needed with statutory/regulatory bodies and ensure compliance.
- ✓ Track and keep abreast of legal/regulatory changes in appropriate jurisdictions and advice clients in ensuring legal security and compliance.
- ✓ Monitor legal incidents and litigations, identify mandatory standards and recommend new processes to secure operations.
- ✓ Provide advice and consultancy to clients – companies and start-ups – in design and implementation of effective legal policies and procedures.

**Namaa Al Munawara  
2019**

**August 2016 – April**

*Namaa Al Munawara is a non-profit company established to provide support for entrepreneurs in the small and medium enterprises (SME) sector in Madinah*

**Madinah, KSA**

**Department Manager – Legal Affairs Department**

### Career Progression:

- ✓ **Department Manager – Legal Affairs Department**, August 2017 – April 2019
- ✓ **Legal Assistant – Legal Affairs Department**, August 2016 – August 2017

### Highlights:

Department Manager – Legal Affairs Department

- ✓ Advise the **CEO and Board** on legal and regulatory matters as well as ensuring assessment and identification of all legal risks to be presented to the executive management.
- ✓ Functioned as a Team member of drafting and reviewing corporate governance, authority matrix, employee handbook, policy and procedure for the organization based on best practices.
- ✓ Provided **legal advisory and consultancy support to 200+ start-ups/entrepreneurs**.
- ✓ Dealt with all legal due diligence and documentation for **establishment of MadinaMade** – a venture for retailing of dates, handmade gift items, prayer mats, dresses and sweets produced in the region.
- ✓ Contributed to the finalization of **agreements with various government and private entities** including Careem, Human Resources Development Fund (HRDF), Social Development Bank (SDB), Madinah Development Initiative, Monshaat and Deloitte, Madinah Municipality, Emarat Al Madinah, SABIC, Saudi Aramco, Ministry of Human Resources and Social Development Chamber of Commerce and Industry in Medina, Saudi Airlines Catering etc.
- ✓ Member of the team which visited **USA to study the country's Innovation Ecosystem**

Legal Assistant – Legal Affairs Department

- ✓ Contributed to the development, publication and implementation of the organization's **legal framework comprising of all policies and procedures**

### Responsibilities:

- ✦ Mississippi College Saudi Arabia Students Association, Jackson MS USA – Volunteer
- ✦ Providing pro bono legal consultancy to small and medium enterprises.
- ✦ Founder and Advisor of LegalWasla a web portal for trainee lawyers, solicitors, barristers, lawyers and paralegal professionals.

## PERSONAL DETAILS

- ✦ Nationality: Saudi Arabia
- ✦ Date of Birth: 31 October 1990
- ✦ Languages: Arabic, English
- ✦ References: Available on request

### Department Manager – Legal Affairs Department

- ✓ Deftly recorded minutes of meeting and the roll at meetings for CEO and Board, and maintain records, safekeeping of all official contracts and records, write and published notices of scheduled meetings as required in the bylaws.
- ✓ Advise the CEO and Board on legal and regulatory matters as well as updating CEO and Board on relevant laws and changes in the law that may impact on organization interests
- ✓ Developed and implemented the corporate governance framework for the organizations adopting current best practices.
- ✓ Over saw drafting, reviewing and negotiating various contracts and agreements as per the key performance parameters.
- ✓ Tracked changes in legislative framework related to the organization's activities and advised on required changes to policies and procedures.
- ✓ Represented the organization in litigation and legal proceedings before Saudi courts and committees including courts of appeals.
- ✓ Worked with the executive leadership team in review of the company's strategic vision as well as strategies and business plans of projects to protect the organization and its interests.
- ✓ Assisted senior associates in drafting, reviewing and revising legal documents including contracts and agreements aligned to the requirements, priorities and business interests of the organization.
- ✓ Coordinated risk assessment and analysis ensuring identification and mitigation of legal and commercial risks.
- ✓ Involved in drafting legal documents including pleadings, discovery, motions, briefs, contracts, and wills.
- ✓ Provided training, guidance and advice to personnel of various departments to minimize risks whilst promoting business growth and income.

### Legal Assistant – Legal Affairs Department

- ✓ Proficiently reviewed and proofread correspondence and legal documents, such as pleadings and contracts, agreements.
- ✓ Reviewed contracts and agreements ensuring compliance with applicable Saudi laws and regulations.
- ✓ Led legal due diligence of all business opportunities as well as acquisition of offshore legal entities.
- ✓ Provided regular updates all employees on current organizational policies and guidelines.
- ✓ Contributed to the development and implementation of policies and procedures for all organizational activities.
- ✓ Participated in various corporate legal meetings, investigation and disciplinary committees.
- ✓ Provided general administrative assistance as per the key performance parameters.
- ✓ Managed, organized, and maintained documents in paper or electronic filing systems.