

Leenah Almashaabi

Legal Assistant | Law Graduate

CONTACT INFORMATION

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PROFILE

I'm Leenah Almashaabi, a Law graduate with experience in legal writing, contract drafting, and regulatory compliance. I've contributed to both local and international legal projects, including commercial agreements and import contracts. My strengths lie in clear legal communication, attention to detail, and translating complex legal concepts into practical solutions.

EDUCATION

Bachelor of Laws (LLB), Arab East Colleges, Riyadh

2021 – 2025

EXPERIENCE

Legal Assistant – Moden Alsharq Co. Ltd

Mar 2024 – Present

- Drafted and reviewed commercial and legal contracts.
- Prepared internal legal memos and official correspondences.
- Provided legal support across departments to ensure compliance.
- Participated in drafting a full transport agreement with Alfannar Co.
- Conducted legal research and contributed to regulatory documentation.

Legal Assistant – La Dolce Vita Kasa

Aug 2023 – Feb 2024

- Drafted and reviewed an international import contract with Italian suppliers.
- Coordinated with stakeholders to ensure compliance with trade laws.

- Prepared formal legal documents and followed up on contract implementation.
- Supported legal aspects of product marketing and distribution.

SKILLS

- Contract Drafting
- Legal Research
- Legal Writing
- Regulatory Compliance
- Legal Communication
- Arabic Legal Correspondence
- Attention to Detail
- Time Management