

# Asmaa Al-Metari

## Legal Consultant | Contracts & Corporate Governance Specialist

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Law License No.: 421881

### Professional Summary:

Licensed Lawyer and Legal Consultant with over 8 years of experience in Saudi laws and regulations. Specialized in contracts drafting and review (governmental, commercial, and labor), regulatory compliance, and corporate governance. Strong background in legal risk assessment, policy and procedure review, and coordination with governmental and regulatory authorities. Proven ability to deliver accurate legal opinions and support strategic decision-making while ensuring full legal compliance.

### Core Skills:

Corporate Governance | Regulatory Compliance | Legal Advisory | Contract Drafting & Review | Policy & Procedure Review | Legal Risk Assessment | Saudi Laws & Regulations | Legal Opinions & Memoranda | Corporate & Employment Law | Stakeholder & Regulatory Coordination | Professional Legal Writing (Arabic & English) | Analytical Thinking | Attention to Detail.

### Experiences:

#### Legal Consultant & Lawyer (Freelance).

May 2025 – Present

- Provide legal consultations related to corporate, commercial, and regulatory matters.
- Draft and review contracts in compliance with Saudi laws and regulations.
- Prepare legal opinions, memoranda, and regulatory studies.
- Review internal policies and procedures to support compliance and governance.

#### Key Achievement:

- Reduced legal non-compliance observations by 20% through structured legal reviews and risk-focused contract assessments.

#### Legal Consultant & Contracts Specialist at Othaim Company.

Mar 2022 – May 2025

- Drafted and reviewed governmental, commercial, and labor contracts, including participation in contract negotiations.
- Supported corporate governance implementation from a legal perspective.
- Reviewed internal policies to ensure compliance with regulatory requirements.
- Coordinated with governmental and regulatory authorities on legal matters.

#### Key Achievement:

- Contributed to reducing contractual and legal risks by 30% through standardized contract review processes and compliance controls.

#### Contracts Specialist at Qiyam Real Estate Valuation Company.

Jun 2021 – Dec 2021

- Managed the full contract lifecycle and reviewed contractual terms and conditions.
- Ensured legal protection and regulatory compliance of agreements.

#### Key Achievement:

- Improved contract accuracy and reduced post-signing amendments by 25% through proactive legal review.

#### Lawyer at Law Firms (Mutaib Al-Arifi – Abdulmunim Khair – Fahad Al-Jarbaa).

Jan 2017 – May 2021

- Represented clients before judicial authorities.
- Prepared statements of claims, legal memoranda, and appeal briefs.
- Provided labor and commercial legal consultations and drafted settlement agreements.

#### Key Achievement:

- Reduced case processing time by 35% through efficient file management and procedural follow-up.

## Education:

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**Diploma in Computer Applications, Imam Muhammad bin Saud University.**

**Graduated: 2017**

**Bachelor of Laws (LL.B), Princess Nourah bint Abdulrahman University.**

**Graduated: 2015**

## Professional Development:

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### Certifications & Training:

- Professional Contract Drafting & Legal Writing.
- New Saudi Companies Law & Corporate Governance.
- Board of Directors & Committees Secretariat, TVTC.
- Recent Amendments to Saudi Labor Law.
- Legal Consultancy & Jurisdiction Courses.

### Languages:

- **Arabic:** Native
- **English:** Excellent (Legal Writing, Documentation, Client Communication)