

Muneerah Alhubaishi

Licensed Attorney | Legal Consultant | Contracts Manager

Saudi Arabia

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PROFESSIONAL SUMMARY

Licensed Saudi Attorney and Construction Contracts Expert with specialized expertise in Contract Engineering and legal analysis. A Certified Contracts Expert in the Arab World and holder of the Professional Diploma in Engineering & Construction Contracts (ECOD). Demonstrated excellence in high-stakes dispute resolution, notably representing subcontractors in the Riyadh Metro arbitration (Award won) and serving as a core member of the Legal-Accounting Expert Team for the King Abdulaziz International Airport project (Jeddah). With over 200 legal consultations and a proven track record in drafting national legislative and regulatory frameworks, I offer a sophisticated synthesis of legal precision and technical-contractual insight.

PROFESSIONAL EXPERIENCE

CONTRACT ENGINEERING & STRATEGIC CONSULTING

Independent Legal Consultant & Licensed Attorney

(2024 – Present)

Delivered 200+ specialized legal consultations across governmental, private, and financial sectors.

Leading the legal department of a multidisciplinary firm, focusing on Contract Engineering, risk assessment, and the structuring of complex commercial agreements.

Judicial Expert Associate (Legal & Technical Analysis)

(2022 – Present)

Specialized in preparing complex Judicial Expert Reports (Legal, Accounting, and Engineering) for courts and tribunals.

Expertise includes assessing legal fees, contractual liabilities, and damages in subcontracting disputes (Jeddah Airport Project).

ARBITRATION & JUDICIAL EXPERTISE

Arbitral Secretary | GCC Commercial Arbitration Center & Al-Ahsa Center

(2022 – Present)

Managing procedural aspects of complex arbitral proceedings, drafting procedural orders, and ensuring the integrity of arbitral awards.

Arbitration Project Manager & Legal Consultant | Ihtikam & Al-Baiz Law Firms

(2022 – 2024)

Led high-value arbitration files, notably in the construction and infrastructure sectors (Riyadh Metro), providing strategic counsel throughout the process.

Legal Counsel | General Authority for State Real Estate (Liaison Officer)

(2022 – 2024)

Provided advisory and litigation support for sovereign real estate projects, serving as a primary liaison for strategic legal initiatives.

LEGISLATIVE DRAFTING & REGULATORY PROJECTS

Regulatory Framework Drafter | National & Sports Sectors

(2022 – Present)

Saudi Sports Arbitration Center: Drafted the Procedural Rules for dispute resolution.

National Center for Non-Profit Sector: Key legal team member for the establishment and operational framework.

Legislative Projects: Drafted Executive Regulations for the Fundraising Law and the Swimming Federation's Dispute Resolution bylaws.

Governance: Structured NGO grant terms and evaluated the Council of NGOs' regulations.

EDUCATION & CREDENTIALS

Bachelor of Law (First-Class Honors, GPA 4.90/5)

Prince Sattam Bin Abdulaziz University.

2022

Professional Diploma in Engineering & Construction Contracts (ECOD)

Arab International Arbitration Court.

2024

Licensed Attorney

Saudi Ministry of Justice.

2024

Certified Contracts Expert

Arab Center for Arbitration.

2024

Professional Intellectual Property Agent Exam (Passed)

Saudi Authority for Intellectual Property.

2025

Certified Governance, Risk Management and Compliance Audit (GRCA)

OCEG (USA).

2023

CORE COMPETENCIES & SKILLS

Strategic & Leadership Skills

Judicial Decision-Making: Proven capability in rendering sound legal judgments and managing the procedural integrity of high-stakes arbitrations.

Advanced Legal Synthesis: Exceptional skill in deconstructing voluminous technical and financial data into clear, authoritative legal insights.

Strategic Drafting: Mastery in "Contract Engineering"—building airtight legal frameworks that withstand complex litigation and multi-party disputes.

High-Stakes Problem Solving: Expert at identifying core conflict points in major infrastructure projects and navigating them toward resolution or successful adjudication.

Digital & AI Proficiency

Legal AI & Analytics: Leveraging Generative AI for high-speed contractual gap analysis and automated legal research.

Legal Tech Suite: Expert-level MS Office 365 (specifically Excel for intricate financial reporting) and Adobe Acrobat Pro for indexing voluminous arbitral evidence.

Enterprise Systems: Working knowledge of **SAP** and collaborative environments for multidisciplinary projects.

Languages

Arabic: Native / Expert (Legal & Legislative Phrasing).

English: Working Proficiency (Legal Research & Technical Drafting).