





SALEH ALALYANI

 Riyadh, Saudi Arabia |  +966 598699673 |  salehalalyani@yahoo.com |  linkedin.com/in/salehalalyani

Experience

Zakat, Tax and Customs Authority
Administrative Investigator

Dec 2023 - Jun 2024
Riyadh, Saudi Arabia

- Researching and studying customs cases.
- Verifying the availability of all necessary legal documents to refer the customs case to the Public Prosecution.
- Drafting over 25 lawsuits and referring them to the Public Prosecution.
- Working on a project to resolve more than 300 pending cases.
- Preparing over 50 daily reports and 3 monthly performance reports for the General Department of Customs Investigations.

Education & Training Evaluation Commission
Assistant

Sep 2023 - Dec 2023
Riyadh, Saudi Arabia

- Supervising test facilities and providing the necessary technical support.
- Preparing daily reports.

Hussain Al-Ajmi and Partner Law Firm and Legal Consultations
Legal Intern

Jan 2022 - May 2022
Riyadh, Saudi Arabia

- Drafting memos and regulations.
- Coordinating with clients and preparing meeting minutes.
- Reviewing government departments on behalf of the law firm.
- Organizing and classifying legal documents within the company's electronic system.

Volunteering

Tqnin
Founder

Sep 2024 - Present
Riyadh, Saudi Arabia

Tqnin is a non-profit platform designed to serve legal professionals by enabling them to quickly search for laws, regulations, circulars and case law in one place.

Zakat, Tax and Customs Authority
Volunteer

Mar 2024 - Mar 2024
Riyadh, Saudi Arabia

I volunteered with the Zakat, Tax, and Customs Authority in a charitable project to pack a number of food baskets for those in need.

Education

King Saud University
Bachelor's degree

Jun 2022

Bachelor of Law "LL.B" with an Excellent Grade, GPA: 4.50 out of 5.

Skills

Legal Research	Legal Classification	Legal Drafting	Contract Management
Time Managment	Negotiation	Legal Technology	Microsoft Office

Languages

Arabic

English

Standardized Test of English Proficiency (STEP): 70%

Last Update: 09/10/2024