



Contact

shahdbaraja@gmail.com

967782702431

Skills

Effective Communication — Expert

Planning, Organization, and Time

Management — Expert

Research, Analytical, and Deductive

Skills — Advanced

Fast Learning and Adaptability to Diverse

Work Environments — Advanced

Creativity, Innovation, and Work Process

Improvement — Advanced

Accountability and Teamwork —

Advanced

Accuracy in Work and Professional

Confidentiality — Expert

Drafting Judicial Rulings and Hearing

Minutes — Expert

Languages

Arabic Language — Native

English Language — Intermediate

My profile online



Scan the code to visit my profile on the university website.

SHAHD ABDULRAHMAN AHMED BA RAJAA

Teacher

Graduate of Islamic University of Minnesota — Bachelor's degree, 2026

Summary

A Law and Sharia graduate with comprehensive practical experience bridging legal documentation and administrative organization from my role as a Court Clerk, alongside strong communication and educational skills gained as an Arabic Language Teacher. I possess high capability in task management, attention to detail, and effective communication. I am seeking to leverage my qualifications and expertise in an ambitious work environment that fosters continuous professional development and allows me to contribute to organizational excellence through innovative and professional performance.

Work Experience

Court Clerk

2025–2026

Court of First Instance

Responsible for providing comprehensive administrative and judicial support, including drafting court hearing minutes and judicial rulings, organizing and archiving case records, and tracking official transactions. Committed to maintaining utmost confidentiality and accuracy in all legal and administrative operations.

Teacher

2026–Present

Gamal Abdel Nasser School for Basic Education

Teaching Arabic language courses, developing structured lesson plans and instructional preparations, employing innovative teaching methods, monitoring and evaluating students' academic performance, enhancing their linguistic and cognitive skills, and participating in organizing and executing school activities and events to foster an engaging learning environment and advance students' overall capabilities.

Education

Bachelor's degree

2026

Islamic University of Minnesota **University verified**

Sharia and Law · Law

Grade: **EXCEPTIONAL**

Certifications & Courses

Scientific Forum on the Civil Transactions Law	Saudi Bar Association	2025
Criminal Liability and Artificial Intelligence	Saudi Bar Association	2025
Life Ambassador First Aid Training Course	Saudi Red Crescent Authority	2024
Introduction to Space Law	Saudi Bar Association	2025
Shining Relationships Training Course	Jeel Al-Horizon School	2020