SHANKAR LAL (ADVOCATE HIGH COURT)

Shankar.105506@2freemail.com

• Member of Sindh Bar Council. Pakistan.

• Member of Karachi Bar Association. Pakistan

• Masters in Sociology

• Bachelors in Law and Legislation (LL.B)

• 4 Years of experience in a Non-profit organization Administrator and Task Coordinator.

• 5 Years of experience as a self Practicing

 Lawyer Contact Details

PROFILE.

A well qualified person having experience in handling mid-management administrative assignments with proven ability in enhancing operational efficiency, maximizing operating funds and affect team productivity.

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PROFESSIONAL QUALIFICATIONS:

Primary Qualification Masters in Sociology - Khairpur University, Pakistan

Secondary Qualifications Bachelor of Law and Legislation (LL.B) - University of Karachi, Pakistan

TRAINING AND EMPLOYMENT HISTORY:

• Working for an NGO (Pakistan Women & Children Welfare Trust Karachi, Pakistan) as a Tasks Co-ordinator and Administrator.

• Enrolled as an Advocate in April 2004 & since then practicing in the courts of Law (High Court & Lower Courts) in Karachi - Pakistan.

Overall exposure from my training and employment is as follows:

Experience

Duration & Designation Details

July 2004 till date.

As tasks coordinator and administrator. Pakistan Women & Children Welfare Trust Karachi is a Non-government Organization with a mission to help out the Divorced women and Street children in Karachi Pakistan. as a Tasks Coordinator and Administrator and looked after all matters relating to the Properties, Fund raising and completion of tasks in line with the Mission of NGO. Further I am responsible for dealing with Government agencies, International Organization’s representatives and local authorities.

Major responsibilities included:-

As Tasks Coordinator

• Assist in the development of Program strategies

• Ensure effective implementation of programs/ tasks and their adherence to NGOs mission and vision.

• Provide monthly progress reports on tasks implementation

• Maintenance of regular communication with government agencies and local authorities through exchange of correspondence or meetings to update them on program results

• To participate in fund-raising to fulfill the NGO’s objectives

• Attend weekly meetings related to tasks & funds and answer department queries and discuss any problems faced

• General coordination and management of the tasks going on

As Administrator

• To act as the focal point for organizational needs

• Responsible for administration of assigned prime Tasks

• Monitor the progress of each task to assure compliance with contractual terms & conditions

• Collecting and reporting performance metrics

• Managing legislative review

• Planning and coordinating office space realignment

• Tracking expenditures

• Prepare documentation relating to contractual rights, obligations and performance of the tasks to fulfill the NGO’s objectives

• Administer information programs with responsible personnel in order to ensure mutual understanding and fulfillment of objectives

Apr 2004 to Date

As A Self Practicing Lawyer . I have dealt in more than 100 cases on behalf of my clients and obtained the judgments during this period

Work and methodology.

• Understanding of the nature of the cases of the clients through legal documentation available

• Studying the cases on the basis of Courts cases and available circumstances

• Filling of the application in the courts/Tribunals as applicable

• Follow up of the cases in the court and pleading the cases before courts

• Obtaining the Judgments of the cases for further actions and filling the same for future references

• Regularly updating the clients for the status of their cases and timely actions needed on their behalf, if any

• Filling of the appeals to the higher courts of law, if required

SKILLS:

• Excellent financial, analytical, and writing skills.

• Outstanding supervisory, communication and interpersonal skills

• Strong ability to manage conflicting and changing priorities

• Established organizational skills

• Good judgment, tact and discretion

• Presentation skills

• Coordination skills

• Good communication skills

• Community dealing skills

EMPLOYMENT TRAINING:

• Attended training/ workshops arranged by the Law Organizations regarding Juvenile Justice System in Pakistan.

• Various seminars as often conducted by Local NGOs.

• Attended many meetings to resolve the problems of local community.

COMPUTER KNOWLEDGE:

• Word Processors : Microsoft word

• Spreadsheet Packages : Microsoft Excel

• Presentation : Microsoft PowerPoint.

MEMBERSHIPS:

• Sindh Bar Council-Pakistan

• Karachi Bar Association-Pakistan.

LANGUAGE PROFICIENCY:

English, Urdu, Sindhi, Punjabi, Saraiki, French (beginner)

ACADEMIC BACKGROUND:

Bachelor of Arts (B.A) 1999 Shah Latif Univrsity-Khairpur

Intermediate (HSC) 1995 Board of intermediate and secondary education Sukkur

Matriculation (SSC) 1993 Board of intermediate and secondary education Sukkur

OTHER INTR Badminton, Gardening, and Chess.

DEVELOPMENT TRAINING:

• Attended training/ workshops arranged by the Law Organizations regarding Juvenile Justice System in Pakistan.

• Various seminars as often conducted by Local NGOs.

• Attended many meetings to resolve the problems of local community

REFERENCE:

Will be furnished upon request

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