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| ***Wasim Wasim.258186@2freemail.com***  |
| **Legal Executive, Administrator, Sales Supervisor** |
| * Availability: Immediate
* Preferred Locations: UAE, Singapore and UK.
* Expected salary: USD $3000 monthly with benefits
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***A legal and sales professional experienced in paralegal support, admin activities and sales supervision.***

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| ***Career Objective*** |
| To work for maximum industrial productivity with highest standard of dignity, quality and hard work thereto.Continuously realize the achievement of trustworthy goal. Work in an intellectual environment for my personal educational enlightening and expansion of my social behavioral. |

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| ***Job History*** |
| **Administration Assistant and Sales Supervisor :** April 2015 to April 2017 |
| ***FAHZAM Properties, Karama, Dubai*** |
| • Provided admin and legal support to the team on complexities. Resolving issues & preparing reports.• Drafted and reviewed agreements for partners, inventory managements and potential investors.• Custodian of records. Keeping efficient supervision on document collections, issuance and publications.• Motivating team, implanting hope to achieve individual sale target. Area specialized is Bur Dubai. |
| **Legal Associate:** September 2013 to December 2014 |
| ***Quislex Legal Services, Hyderabad, India*** |
| • Member of the team reviewing the litigation documents online for eDiscovery project.• Prepared reports on the relevant docs discovered and remitting the same on everyday basis.• Understood new projects and setting protocols important for effective eDiscovery.• Maintained the quality work by keeping check on accuracy along with time efficiency. |
| **Research Analyst:** December 2012 to August 2013 |
| ***Mindcrest Inc., Pune, Maharashtra, India*** |
| • Rigorous reading and analysis of case for publication on online database.• Processed the raw documents for perfect flawless extraction of legal data.• Attended the seminars and legal update sessions by the end user party. |

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| ***Educational Qualification*** |
| **Bachelors of Science in Laws from University of Pune, India:** *July 2007- June 2012*Subjects studied includes but not limited to Constitutional Law, Contract Law, Criminology, Intellectual Property Rights, Alternate Dispute Resolution, Torts and humanities. |
| **Interned at District Court, Dehradun IND**: *June 2012 - November 2012 (6 months)*Studied and dealt with property, matrimonial and criminal matters specially Sec.138 Indian Negotiable Instrument Act cases. Execution of every sought of deeds relating to property. Delivering legal aid. |

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| ***Career and Personality enhancement activities*** |
| * Attended workshop in Symbiosis Law College, Pune on ‘Virtual world of Cyber Crimes’.
* Capsuled seminar in Symbiosis Law College, Pune on ‘Intellectual Property for Corporate’.
* Nominee for Best Conscience in Judgment Writing Competition organized by NBT Law college, Nashik, Maharashtra in the year 2011.
* Participant of various football tournaments in school and university.
* Travelled solo 21 days across Ladakh region in Jammu Kashmir, India.
* Known to five languages. English, Hindi, Urdu, Marathi, Punjabi and Bengali.
* Freelancing in content writing, online advertisement and docs clearing.
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| ***Personal Details*** |
| * **name:** Wasim
* **Date of Birth:** 25th October 1990
* **Place of birth:** Gorakhpur, India
* **Hometown:** Dehradun, India
* **Nationality:** Indian
* **Languages known fluently:** English and Hindi
 | **Passport-size photograph.jpg** |

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| **Skills** |
| Supervision, negotiation skills, sales, analysis of document, creativity writings, proactive approach and time efficient. |
| **Interests** |
| Constitutionalism, environment conservation, writing, music, adventure and travelling. |

***I hereby state that the information contained herein is true and correct to the best of my knowledge, information and belief.***