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**Objective:**

To work in a challenging atmosphere in a reputable organization to use all of my

efficiencies for the organization repute and betterment of mankind

**Personal Details:**

Date of Birth : April 5th, 1986

Marital Status : Single

Mother Tongue : Pushto

Languages : Urdu, English, Arabic

**Education:**

1. ***Hazara University Mansehra Pakistan***

*Bachelor of Law with 72% (LLB) 2007-2010*

1. ***Peshawar University KPK Pakistan***

B.A with 55% (Law Pol.Sc) 2005-2007

1. ***Board of Intermediate & Secondary Education Peshawar***

FSc with 72% (Pre- Engineering) 2002-2004

1. ***Board of Intermediate & Secondary Education Peshawar***

Metric with 77 % (Science) 2000-2002

**Certificates :**

***Certificate ….*** *Completed 3 months Certificate Course in* ***Int. Humanitarian Law*** *from Khyber Law College Peshawar Pakistan****.***

*(May 2011- August 2011)*

***Certificate* ….** Completed 3 months Certificate Course in **Hospitality** from NAVTEC, Islamabad Pakistan.

(June 2010- August 2010)

**Career History:**

1. **Advocate:** May 2015- Present

Attending Civil & Criminal Courts of Law at Judicial Complex Peshawar KP Pakistan

1. **Office Clerks General:** May 2013- April 2015

Glorai Transport LLC, Dubai

Major Responsibilities:

* Closing of monthly accounts and preparing Financial Statements Communication with the clients, vendors, auditors, and also management in order to acquire information or to resolve financial problems.
* Reconciling Bank Statements for all the funds of the organisation.
* Verifying the receipts and inspection of goods/equipments.
* Provide support and process staff payroll to ensure accuracy.

1. **Assistant Administrator:** July 2011- May 2013

Attending Civil & Criminal Court of Law at Judicial Complex Peshawar KP Pakistan

**Technical Skills & Proficiencies:**

* Supervisory Skills
* Time Management Skills
* Stress Management Skills
* Customers’ Relationship
* Interpersonal Skills
* Communication skills
* Team Leadership & Training
* Written and Verbal Communication
* Proficient user of **English**, Beginner in **Arabic** and Expert in **Urdu/Hindi** Languages, Spoken, Written and Reading.

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**ICT Skills:**

* MS Word, MS Excel, MS PowerPoint, Internet..