**Email:** *hamza.308839@2freemail.com*

**HAMZA**

Highly efficient legal assistant with extensive knowledge of the administrative and secretarial procedures in a legal environment. Extensive experience and understanding of laws like Banking, Corporate, Civil & Criminal, legal codes, court procedures, precedents and government regulations. A strong team player with excellent client facing and configuration skills. Having an ability to communicate complex sensitive information in an understandable form to clients.

 Now looking forward to a making a significant contribution in a company that offers a genuine opportunity for progression.

**Skills**:

* + Legal Research
	+ Comparative Studies
	+ Preparation legal documents
	+ Contract Terminology
	+ Civil and Criminal Litigation

**PROFESSIONAL EXPERIENCE:**

**Axsis SOLICITORS (Pakistan, UK based law firm) (Civil & Corporate)**

**As a legal Assistant                                                                   2015-Present**

**Responsibilities:**

* Involved in reviewing, negotiating and advising on various commercial agreements, contracts & litigation matters.
* Drafting precedent and bespoke contracts, key policy documents, legal letters & other supporting documents
* Providing secretarial & paralegal support to a team of solicitors
* Responsible for the management of Commercial Contracts.
* Assisting with the completion of Confidentiality Agreements.

**ST LAW SOLICITORS, London, United Kingdom (Civil, Banking & Immigration)**

**As a legal Assistant                                                                     2014-2015**

**Responsibilities:**

* To be actively involved in preparing and drafting of different acts and legal submissions and draft the authoritative legal opinions as well.
* To conduct legal research by utilizing various resources and selecting the relevant material to analyze the legal information.
* To assist in reviewing the legal material and any other relevant documents and to identify the most important issues that need to be sorted out on a priority basis.

**Al Nahar Prefab Houses Hamriyah Free Zone Sharjah, UAE**

**As Legal Assistant / PRO 2012-2014**

**Responsibilities:**

* Contributes to formulate and develop legal strategy, plans and budget for the legal department to ensure the legal policy guidelines implementation and adherence.
* Provides internal legal advisory services on legal matters related to Joint Venture, mergers, registration of new products etc.
* Works on legal matters such as new agreements, reviewing existing agreements, issue necessary documents to meet the requirements of multinational laws & maintain the International companies correct legal position.
* Maintains custody of legal documents to ensure copyright handling.
* Assists HR on revising employment contracts to facilitate the recruitment or dismissed of employees and to insure its conformity to Labour Laws.
* Contribution on establishment of legal guidelines for tenders and review all commercial contracts that company enters to ensure its interest are safe guarded.
* Provide training on legal issues to the Legal Department officers to make sure that they are fully qualified to represent company and to act accordingly.

**Muhammad Kazim Khan Law Associates (Civil & Corporate Consultants) Pakistan**

**As An Advocate High Court                                                                       2011-2012**

**Advisors to:**

* Law, Justice and Human Rights Committee of Senate of Pakistan
* United Bank Limited (UBL).
* Sui Northern Gas Pipelines Limited, Pakistan.
* Federal Board of Revenue, Pakistan.
* National Bank of Pakistan(ZTBL)
* State Life Insurance Corporation of Pakistan.

**Responsibilities:**

* Provide the legal field with a wide range of services.
* All activities designed to prepare law firm, legal departments to try a case which includes interviewing witness's document review and case preparation.
* Able to complete a wide range of activities requiring clear communication, excellent organizational skills and attention to detail.
* To play a role as arbitrator to fill the gap between the bank and the clients.
* Procure the bank policies in regard t minimum risk of client's default.

**J R Solicitors (Commercial, Banking, Immigration)**

**Internship Period 2009-2011**

**Responsibilities:**

* To check the mails and inquiries by the clients and banks and respond to them.
* To manage office files and daily diary for the hearings and client meetings.
* Attending Court or Tribunal appointments with clients
* Assisting to prepare a client’s case documents.
* Assisting mostly tenants, homeless families and low paid workers.
* Providing legal advice to decision makers regarding possible solutions.

**Law Licensure:**

* Member Honorable Society of the Lincoln's Inn
* Member Punjab Bar Council
* Member High Court Bar Association Lahore.
* Member Lahore Bar Association.
* Member Revenue & Taxation Courts

**Education :**

|  |  |
| --- | --- |
| **Qualification** | **Institute** |
| **L.L.M  *Major In* Commercial Law** | **BPP University , London****United Kingdom** |
| **L.L.B *Major in*****Administrative & Civil Law** | **University of the Punjab****Pakistan** |
| **Bachelor of Arts** | **University of the Punjab****Pakistan** |

**IT Proficiency:**

 Microsoft office Word, Power Point for Presentations and Browsing.

**Languages:**

 English, Urdu, Punjabi, Hindi

**PERSONALS:**

Status : Single

Gender : Male

Nationality : Pakistani

Religion : Islam

Visa Status : Visit Visa till 08-12-2016