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| WHAB

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| **Advocate & LEGAL ASSISTANT** |
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| Whab.316352@2freemail.com  |
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| Personal Information

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| --- | --- |
| D.O.B | : 12 Aug. 1980 |
| Passport No | : AH1759403 |
| Religon | : Islam |
| Nationality | : Pakistani |
| Marital Status | : Married |
| Driving License | SA-16-49-INT (International)Pakistan |

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| Objective*looking forward to making a significant contribution in a company that offers a genuine opportunity for progression .To grow with a grooming organization and work in challenging environment, take responsibilities, apply my knowledge and experience.* |
| **CORE COMPETENCIES*** Legal research
* Preparing legal documents
* Contract terminology
* Community education
* Document management
* Gathering evidence
* Diary management
* Secretarial duties
* Extensive knowledge of the administrative and secretarial procedures in a legal environment.
* Extensive experience and understanding of laws, 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.
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| ExperienceWORK EXPERIENCE at Lahore highcourt lahore As an advocate & LEGAL ASSISTANT with the advocates of supreme court of Pakistan since 29.09.2012. And lower Court at District Courts Sheikhupura Since 15-09-2010.Present Tasked with providing general legal administrative and secretarial support to solicitors & a legal team.* Involved in researching legal precedent, investigating facts and also keeping professional contact with a caseload of over 100 clients.
* Duties: Involved in cases of litigation, arbitration and regulatory investigations.
* Typing, formatting, amending contracts, letters and other legal documents.
* Managing and forwarding on requests from Clients for legal assistance.
* Providing secretarial & paralegal support to a team of solicitors.
* Responsible for the management of Commercial Contracts.
* Recording and submitting expense forms. Reviewing and analyzing large volumes of documentary evidence.
* Writing replies to points of dispute with clients.
* Investigating facts and law & calling upon witnesses to testify at hearing.
* Assisting with the completion of Confidentiality Agreements. Coordinating and arranging meetings and diary schedules. Photocopying, scanning documents and faxing as required.

*I have developed strong interpersonal and presentation skills from past experience and academic institutions I have studied and worked in. Strong self-discipline and motivation, work well under pressure. Outgoing personality and the capability to communicate on an individual basis as well as in a team environment. Can use the languages of English, Punjabi and Urdu. High level of commitment.* |
|  Education

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Division | Year |
| Post-Graduation | Master of Arts in Political Science, (International Law)(Local Govt.)(Comparative Politics)(International Relations) | 2nd  | 2011 |
| University of Sargodha Pakistan |
|  |  |  |  |
| Graduation | **LL.B (Bachelor of Laws)** | 2nd | 2009 |
| University of the Punjab Pakistan |
|  |  |  |  |
| Graduation | B.Com (Bachelor of Commerce) | 1st  | 2002 |
| (B Taxation)(Business Law)(Banking)(Communication) |
| University of the Punjab Pakistan |
|  |  |  |  |
| Intermediate | F A (Math.)(Stat.)(Eco.) | 2nd  | 1999 |
| BISE Lahore |
|  |  |  |  |
| Metric | Metric (Math.)(Phys.)(Chem.) | 1st  | 1997 |
| BISE Lahore |
| SHORT COURSES |
| Book Keeping | 6 Month Training From Technical Education & Vocational Training Authority Punjab | A | 2003 |
|  |  |  |  |
| PITB Computer | Basic Computer Training Course from Punjab Information Technology Board  | A | 2006 |
|  |  |  |  |
| Skills Development | Speaking Skills Development course from University of the Punjab | A | 2007 |
|  |  |  |  |
| IELTS | Listening 5.0, Reading 5.5, Speaking 6.0, Writing 6.0  | 5.5 | 2010 |
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