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| WHAB  |  | | --- | | **Advocate & LEGAL ASSISTANT** | |  | | [Whab.316352@2freemail.com](mailto:Whab.316352@2freemail.com) | |  | |  | |  | | Personal Information   |  |  | | --- | --- | | D.O.B | : 12 Aug. 1980 | | Passport No | : AH1759403 | | Religon | : Islam | | Nationality | : Pakistani | | Marital Status | : Married | | Driving License | SA-16-49-INT (International)  Pakistan | | | 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. | |  | |  | | --- | | Experience WORK 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 | |  |  |  |  | | |