**Imran**

[**Imran.346314@2freemail.com**](mailto:Imran.346314@2freemail.com)

***OBJECTIVE: -***

Seeking a long-term opportunity with established organization, where my professional experience, education, and abilities would be advantageous to the growth of my employer and myself.

PROFESSIONAL QUALIFICATION

2006-08 ***Bachelors in Arts***

(Punjab University, Pakistan

2008-11 **L.L.B** *(Bachelor of laws*)

(Punjab University, Pakistan)

***Skills:-***

* Excellent interpersonal, oral and written communication skills.
* Client Servicing with analytical and logical Reasoning
* Knowledge of substantive Law and Legal Procedures of Region
* Time management and organization skills
* Professionalism and confident
* Target driven and self-motivated.
* Strong persuasive skills with excellent PC-literate.
* Able to work in a highly dynamic environment and able to multi-task.
* Having good command over English, Urdu

***Professional Experience:-***

2 years’ experience in Legal erawith Tirmizi Law associates Pakistan'' as Legal Associate Jan-2012-February-2014

* Assisting senior attorneys in all aspects of arbitration and litigation practice.
* Research and drafting legal memoranda in the areas of contracts, real estate, arbitration and other civil litigation.
* Specifically dealing with labor & Employment, arbitration, property/real estate and family litigation.
* Reviewing and preparation of property contracts, lease agreements, employment contracts, memorandums, notices etc.

Drafting answers, complaints, responses, settlement agreements and notices.

***Main Responsibilities as Legal Executive Include-***

* Review and analyze leases for potential issues, and recommending amendments if required.
* Negotiate lease values and terms with potential customers.
* Represent company in court cases, litigation, or arbitration for contested leases or eviction cases.
* Handle all legal matters, documentation, and litigation related to property foreclosure and bankruptcy.
* Oversee legal matters that pertain to construction of new buildings including acquisitions, leasing, condemnations, and property title.
* Representation of company, rendering of legal opinion, and dealing with different government and semi government dept. etc.

**One year experience as Admin/labor officer in W.W.J Technical services Dubai.**

*Main Responsibilities as* ***Admin******/ labor Officer Include:-***

* Providing administrative support to ensure that office operations are maintained in an effective, up to date and accurate manners.
* Maintain all office systems in accordance to the prescribed standards in order to ensure smooth functioning at all times
* Handle new customers & maintain records and file data according to category.
* Schedule meetings for company managers and legal counsel, travel arrangements inside & outside the country.
* Develop and draft the employment contracts for regular, probationary and contractual employment at all levels Administer and conduct programs approved for fostering labor management relations.
* Prepare employee relations resolutions, memoranda of understanding and side letters with unions, and related documents.
* Planned, coordinated and conducted union/management labor negotiations and served as chief negotiator with selected bargaining units.
* Prepares reports and provide legal opinions, as appropriate.

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**Personal Data**

Name \* \* \* Imran

Religion \* \* \* Islam

Nationality \* \* \* Pakistan

Date of Birth \* \* \* 1989

Marital Status \* \* \* Single

Visa status \* \* \* Employment