**CV-PROFILE**

**Profile:** Experienced in- house lawyer, mainly dealing with corporate law.

Key Capabilities:

* Ensuring that organization is compliant by interpreting, advising & adhering to Company Laws
* Dealing with company registration office & other regulatory bodies
* Ensuring that all processes are followed , documents are being submitted with regulatory department
* Reviewing & preparing legal documentations related to company incorporation.

**Working Experience**:

*July 2008 to January 2010.*

***Company Secretary,***  *Tameer Microfinance Bank Limited, Karachi, Pakistan*

My Supervisor was Mr. Syed Nadeem Hussain, President/CEO of the Bank.

**Achievements**

* Developed a structure for properly organizing, preparing agendas for, and taking/preparing minutes of board meetings, annual general meetings and extra ordinary general meeting;
* Developed a structure for distributing minutes of board meetings, annual general meetings and extra ordinary general meeting;
* Obtained exceptions from the Company Registration Office for holding Extra Ordinary General Meetings on a shorter notice period than the required 21 days notice period;
* Developed a structure for maintaining statutory books, including register of members, directors and secretaries;
* Developed a structure for dealing with correspondence between shareholders, Board of Directors and the Internal Senior Management of the Bank,
* Developed a structure for collating information and writing reports, ensuring decisions made are communicated to the Bank’s stakeholders;
* Contributing to the meeting discussion as and when required and advising members of the legal and governance policies;
* Developed a structure of monitoring changes in relevant company law legislation and regulatory environment of State Bank of Pakistan, and taking appropriate actions, reporting requirements of State Bank of Pakistan;
* Developed a structure for liaising with external regulators such as auditors and lawyers;
* Developed and oversee the system that ensures that the Bank complies with all legal and regulatory requirements;
* Monitoring changes in share ownership of the Bank, taken role in share issues and takeover by Telenor Pakistan (Pvt) Limited;
* Preparing, reviewing agreements/affidavit and accordingly providing advice to the Bank; and
* Registering copyrights of the Bank.

**Responsibilities:**

* Organizing, preparing agendas for, and taking minutes of board meetings, annual general meetings and extra ordinary general meeting;
* Maintaining statutory books, including register of members, directors and secretaries;
* Dealing with correspondence between shareholders, Board of Directors and the Internal Senior Management of the Bank,
* Collating information and writing reports, ensuring decisions made are communicated to the Bank’s stakeholders;
* Monitoring changes in relevant company law legislation and regulatory environment of State Bank of Pakistan, and taking appropriate actions, reporting requirements of State Bank of Pakistan; and
* Liaising with external regulators such as auditors and lawyers; developing and overseeing the system that ensures that the Bank complies with all legal and regulatory requirements.

*September 2007 to March 2008*

***Law Associate****, Bharucha & Co. Attorneys Trade Mark Law & Patents, Karachi, Pakistan*

My supervisor was Mr. Bharucha.

**Achievements:**

* Dealing with matters related to Company incorporation & preparing documentations for company incorporation,
* Dealing with matters related to trademark laws, such as preparing litigation documentation and registration documentation;
* Advising & researching on the following laws: Banking Laws, Trademark Laws, Agreements/Contracts, Company Law, Will, Trust Law and Foreign Exchange Manual.

**Responsibilities:**

* Researching on the following laws: Banking Laws, Trademark Laws, Agreements/Contracts, Company Law, Will, Trust Law and Foreign Exchange Manual.

*February 2006 to June 2006*

***Law Associate****, Rizvi, Isa, Afridi & Angell, Karachi, Pakistan*

My supervisor was Mr. Ahsan Rizvi.

**Achievements:**

* Researching, advising & preparing documentation related to Company incorporation, Banking Laws, Land Law, Tort Law, Trust Law, Company Law, Employment Agreements, Contracts and Foreign Exchange Manual.

**Responsibilities:**

* Researching on the following: Company incorporation, Banking Laws, Land Law, Tort Law, Trust Law, Company Law, Employment Agreements, Contracts and Foreign Exchange Manual.

**Work Experience:**

Summer 2004, (3 week experience)

***Law Intern, Vellani & Vellani*** , Karachi, Pakistan

My supervisor was Ms. Faresa.

* Research related to Tort Law, Trust Law, Land Law and Company Law.

2003, (2 month period)

***School Administrator***

**Education Qualifications:**

* BAR- AT- LAW from Inns of Court School of Law (ICSL), a member of LINCOLNS INN. Graduated in year 2007;
* LLB (HONS) from University of London (External) via Distance Learning Programme. Received tuitions from SZABIST at Karachi for a period of three years starting in 2002 till 2005;
* A-Level from OASYS School, Karachi in the following subjects: Mathematics and Further Math;
* O-Level from The City School, Karachi in Pre-engineering in the following subjects: Chemistry, Accounting, Mathematics, Additional Math, English, Islamiat, Urdu and Pakistan Studies.

**IT Skills:**

* MS Office

**Personal Details:**

**Name:** Aisha Ahmed

**Date of Birth:** 3rd Oct 1981

**Martial Status:** Married, Husband Dubai Residence Visa

**Languages:** Urdu and English