[Norman.343980@2freemail.com](mailto:Norman.343980@2freemail.com)

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| **Personal Details**  **DOB:** 26-06-1991  **Marital Status:** Married  **Strengths**   * Outstanding Interpersonal and analytical skills * Building positive relationships, strongly self-motivated, enthusiastic and committed to professional excellence. * Organized and analytical with capacity to easily master new tasks and manage multiple responsibilities without compromise on quality and productivity. * Dedicated team player, recognized for creativity, integrity and drive for success.   **Computer Skills**   * Good hands on Ms. Suite applications i.e. Ms. Word, Excel and PowerPoint * Good hands on Windows Operating System   **Languages Known**  English, Urdu, Punjabi  **Extra-curriculum Activities**   * Memorized the HOLY QURAN | **Career Objective** |
| To consistently develop my career through learning and sharing of skills with focus on the ultimate objective, in order to achieve higher goals in conjunction with the growth of the organization. |
| **Professional Experience** |
| |  |  | | --- | --- | |  |  | | **Organization:** | Ease private limited. | | **Job Title:** | Marketing & Sales Specialist / Customer Accounts Specialist. | | **Period:** | August 2012 to August 2016. | | **Responsibilities:** | * Collaborate with sales to identify and execute both marketing and retail support related initiative. * Develop presentations for sales teams, management, budget, customers and prospects ensuring brand consistency in all efforts. * Analysis of current and future customer needs and create case studies to document product and services. * Assisting in the preparation of the organization newsletter and marketing material. * Planning & attending the tradeshows, promotions and events. * To maintain the customer accounts and ensure that the payment received from the customer within the agreed period. | |
| |  |  | | --- | --- | |  |  | | **Organization:** | Civil and session courts Daska. | | **Job Title:** | Legal advisor. | | **Period:** | August 2015 to Current | | **Responsibilities:** | * To conduct legal analysis & research on various legal matters of the client. * To provide advice on different legal issues & assists in drafting different acts & legal submission. * To conduct legal research by utilizing various resources and materials to analyze the legal information. * To assists in reviewing the legal material and any other relevant documents & identify the most important issues need to be sorted out on priority basis. * To draft a case before present to the authorities and draw up formalities regarding the settlement of disputes and monitor the implementation of the legal clauses. | |
| **Academic Qualification** |
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| |  |  | | --- | --- | | LLB. Hons (Bachelors of Law) | University of Gujrat Session: 2015 | | FSC (Faculty of Science) | Gujranwala Board Session: 2010 | | Matriculation (Science Subjects) | Gujranwala Board Session: 2008 | |
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| **References** |
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| Can be furnished upon request. |