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** |
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| **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.
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| **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.
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| **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. |