



MUHAMMAD ADNAN

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OBJECTIVE

I'm currently wanting to expand on my wide range of professional skills in a career that is appropriately challenging. For this reason, I am eager to pursue additional professional growth.

PROFESSIONAL SUMMARY

Dynamic and results-oriented attorney with three years of comprehensive legal experience, adept at providing thorough legal counsel to a diverse clientele across various industries. Demonstrated proficiency in representing clients effectively in court proceedings, conducting in-depth legal research, and drafting meticulous legal documents. Skilled in devising winning strategies, analyzing complex legal issues, and negotiating favorable outcomes. Proven track record of adhering to ethical standards and meeting deadlines while delivering high-quality legal services. Exceptional interpersonal and communication skills, with a talent for building strong client relationships and collaborating efficiently within teams. Dedicated to achieving outstanding results for clients through diligent advocacy and meticulous attention to detail. Additionally experienced as an administrative and legal advisor for Seven months, efficiently managing tasks such as scheduling, correspondence, and office organization. Committed to enhancing client success and delivering superior legal outcomes.

EDUCATION

Political Science 2023/2024

Islamia college university Peshawar
Marks: 725/1100

LLB (HON): LAW 2015/2020

Islamia college university Peshawar
CGPA: 3.37/4.00

HSSC: Pre Medical 2013/2015

Government Higher Secondary School Sama BadaBer FR Peshawar
Marks: 800/1100

SSC: Science 2011/2013

Takbeer Model High School Sama BadaBer FR Peshawar
Marks: 875/1050

CERTIFICATES :

- Intermediate English language course three months from 1st June to 1st September 2020
- Taxation Course –Learning Income Tax with E-Fling (06 Weeks)

COMPUTER AND TECHNOLOGY KNOWLEDGE:

- MS Word
- MS Excel
- MS PowerPoint
- MS-Office

Work Experience:

1. High court and District Court Peshawar (Dec 2020 – Till date)

ASSOCIATE ADVOCATE

From December 2020 to till date, while working as an Associate Advocate at **Fida Law Chamber**, I obtained essential experience defending clients in Peshawar's District Court and Peshawar High court. I developed my case preparation, legal research, and courtroom advocacy skills throughout this time. I worked on a variety of issues, helping our clients achieve successful results. I gained a thorough awareness of legal procedures and improved my capacity to handle challenging legal situations during my stay at the **Fida Law Chamber**.

2. Provincial Legal Advisor AIFA Blood Donors KPK (Sep 2023-Till date)

Working as a volunteer in the Aifa Blood Donor Society on a weekend basis

3. AIMS Sugar Hospital Hayatabad Peshawar(01 Nov 2023 – Till date)

Admin & Legal Advisor

Since November 1, 2023, I have been serving as an Administrative and Legal Advisor at AIMS Sugar Hospital in Hayatabad, Peshawar. In this role, I have successfully managed a wide range of administrative tasks, including scheduling, correspondence, and office organization. Additionally, I provide comprehensive legal advice, ensuring the hospital's compliance with regulatory standards and supporting its overall objectives. This position has allowed me to integrate administrative efficiency with legal expertise, contributing to the hospital's success and operational excellence.

SKILLS :

- Legal research and analysis
- Litigation and courtroom representation
- Legal writing and drafting
- Negotiation and conflict resolution
- Case management and organization
- Client communication and relationship management
- Strong attention to detail
- Time management and multitasking
- Ethical and professional conduct

REFERENCES :

1. FIDA GUL

ADVOCATE SUPREME COURT OF PAKISTAN

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2. DR. ROOH UL MUQIM

MEDICAL DIRECTOR AIMS SUGAR HOSPITAL

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