SHAHBAZ

Mob:00923459148771 EMAIL: me.shahbaz91@gmail.com

Mob:00923358361678

I am an articulate, organised and driven Advocate with a passion for helping people overcoming their problems. I take great pride in my work and ensure that all the advice and guidance I offer to my clients is of the highest standard. Giving exceptional customer service is one of my greatest strengths.

My work experience in the field has ensured that I am comfortable and proficient in communicating with people and professionals at all levels; from a first-year undergraduate student seeking advice to a legal professional seeking assistance.

|  |  |  |  |
| --- | --- | --- | --- |
| EDUCATIONAL QUALIFICATION | | | |
| **Certificate/Degree** | **Name of College/Board/University** | **Grade/**  **Division** | **Year** |
| **LLB** | **Law College University Of Peshawar** | **1st Div** | **2011-2015** |
| **BA** | **Govt Degree College Hayatabad Peshawar** | **1st Div** | **2010-2011** |
| **F.SC** | **BISE Peshawar** | **1st Div** | **2008-2009** |
| **SSC** | **BISE Peshawar** | **1st Div** | **2007** |

|  |
| --- |
| PROFESSIONAL EXPERIENCE |

1. Work as Trainee **2015-2016**

* Learning the procedure and decorum of courts

1. Enrolled as an Advocate of District Court of Peshawar **2016**

* Dealing in all kind of Civil nature cases especially cases that are pertains to FCR (FATA).

1. Enrolled as an Advocate of High court Peshawar **2018- Till Now**

* Dealing in All kinds of Civil and Writs in lower courts and High court respectively.

**During this Span dealing mostly Civil, Service and FCR (Civil and Criminal) both in Lower and High court.**

**Main duties performed:**

* Providing legal expertise, advice and guidance to a broad range of customers
* Interviewing clients by telephone or face-to-face, to address their issues
* Drafting up legal documents including contracts and statements of fact
* Auditing and reviewing legal documents
* Representing the client during business meetings or court hearings
* Briefing counsel and preparing court documentation
* Assisting claimants with their claims from start to finish of a claims process
* Explaining complex legal matters clearly to people who have little or no knowledge of legal matters
* Maintaining the highest standard of customer care at all times
* Prioritising and handling a heavy caseload
* Dealing professionally with customer feedback, complaints and suggestions
* Ensuring case files are up to date and kept to strict deadlines
* Supervising junior and intern staff
* Preparing official documentation and other legal documents
* Meeting with clients and discussing their circumstances and needs
* Referring all cases to the senior.
* Ensuring all records are kept up to date and confidential

|  |
| --- |
| Languages |

* English Fluent
* Urdu Fluent
* Pashto Mother tongue

## References

Reference will be provided on demand