

**Mansoor Salam (Advocate High Court)**

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Bara Road, Peshawar.E-mail : [mansoorsalam74@gmail.com](mailto:mansoorsalam74@gmail.com)**PROFILE**

Knowledgeable & dedicated law student, experience in smooth operations of legal deptt, preparing & managing legal summaries & reports. Coordinate with third party & vendor invoices. Translation & attestation of documents in, corporate & Service Law. Proficient in accurate research with quick turn-around. Experienced in contract drafting, reviewing, and negotiation & explaining complex legal issues to the company & department. Seeking opportunity to utilize my skills & share my legal knowledge with company & department.

**PROFESSIONAL EDUCATION**

Bachelors of Law (LL.B) Faculty of Law,  
**Peshawar University.**

Bachelors in Arts (Pre-Law, Pol; Science)  
**Gomal University D.I.Khan**

**PRACTICAL EXPERIENCE****➤ Advocate Session/High Courts****Since May 16, 2009**

Advised executives regarding legal rights, opportunities, and obligations. Conducted research and reviewed transactions to ensure maximum benefit to the company with minimal risk. Drafted and renewed agreements on a weekly basis for product distribution, supply, licensing, and advertising. Monitored changes to employment law at federal, state & national levels. Define & develop legal policies & procedures while advising on all business transactions. Draft & review contracts & internal policies in accordance with all applicable regulations.

**➤ Law Officer Advocate General Office KPK.****Mar 2023-till**

Negotiate with opposing parties to avoid litigation, reach resolution & achieve the goals of the corporation. Experience in Companies & Mercantile Law Practice. Experience in drafting complaints, writ petitions, appeals, review, revisions & written statements.

**➤ Legal cum Protection Officer (Aman Organization)****Jan 2011 till Dec 2013**

Promote international refugee's law. Legislation & policies by fulfilling responsibilities to ensure protection of IDPs. To Develop coordination in working areas for referral mechanism & access to services of the IDPs. Establish capacity building of community focal points. Data collection of the people with special needs for effective response. Gaps identification in working areas for resources mobilization.

**Supervisor BISP**

➤ **Legal cum Protection Officer (EHSAR Foundation)**

**Oct 2015 to Jan 2016**

Provide policy guidance SOPs & operational support to the Organization & partners on all legal issues. Developing coordination in working areas for referral mechanism and access to services of IDPs. Provide legal advices & guidance on protection issues & to ensure legal assistance accessible to concern person. Liaise with competent authorities to ensure the issuance of relevant legal documents to concern persons. Promote confidence building and conflict resolution among concern authorities & host communities.

➤ **Communication**

Work in EHSAR, AMAN & BISP Organizations on different posts for 3 years. Understand challenges faced in field operations, problems of implementing programs. Constraints of negotiating with local authorities. Those activities unveil my hidden qualities of excellent communication skills, including social & multimedia & strong interpersonal skills. Good command of English, with highly developed drafting skills & fluency in the main language(s) of community in question.

➤ **Leadership**

Remain a supervisor enable me to balance time & heavy workload while managing project's employee. To define conflict styles, causes, & methods for handling it. To bring accountability to the teams by creating a supportive & motivating work environment. Led the teams in the most effective way by recognizing where the strength & improvement is needed. How to properly use the skill sets of each team member. To develop effective teams built upon consensus, effective meetings, social style of understanding and relationships. Remain problem solving which, greatly benefit the organization.

## SKILLS INVENTORY

- ✓ Proposal & Deed Writing
- ✓ Explaining Legal Issues
- ✓ Time Management
- ✓ MS Office (Advance Level)

- ✓ Coordination & Communication
- ✓ Team Management
- ✓ Team Player
- ✓ Consistency

## Trainings & Workshops

- Two days training on "Corporate Litigation" conducted by the Judicial Academy Peshawar"
- Five days training on "Financial & Transactional Issues"
- Two days workshop on "Finance for Non-Finance Litigation of Corporate Sector"
- Two days training workshop on "Legal Ethics"
- Two days workshop on "Event Management"
- One day outbound training on "Leadership Skills"