

# Muhammad Mushtaq

## Legal Counsel/ Legal Consultant

Lahore 54000

[mmushtaqsial@gmail.com](mailto:mmushtaqsial@gmail.com)

+92 300 7895276

Seek a challenging job in a progressive company, which offers a competitive working environment and to excel in administration, corporate & accountancy through hard work, commitment and skill.

Willing to relocate: Anywhere

## Work Experience

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### Legal Consultant/ Legal Advisor (NEECA POOL OF LEGAL CONSULTANTS)

Govt Of Pakistan (Ministry Of Energy, Power Division) - Lahore

January 2024 to Present

#### KEY RESPONSIBILITIES:

- Consult and handle all corporate legal processes (e.g. intellectual property, mergers & acquisitions, financial/securities offerings, compliance issues, transactions, agreements, lawsuits, patents).
- Develop organization's policy and position on legal issues. Research, anticipate and guard organisation against legal risks.
- Guide managers and ensure compliance with rules and regulations.
- Structure, draft and review reports and other legal documents.
- Represent organization in legal proceedings (administrative boards, energy and financial regulatory authorities, court trials etc.).
- Draft and administer all contracts.
- Negotiate deals and attend organization meetings.

### Legal Counsel

Punjab Bar Council - Lahore

August 2013 to Present

#### KEY RESPONSIBILITIES:

- Consult and handle all legal matters especially corporate, civil, criminal legal processes (e.g. intellectual property, mergers & acquisitions, financial/securities offerings, compliance issues, transactions, agreements, lawsuits, patents, reviews, revisions, appeals, writ petitions, bail petitions, trials etc.).
- Develop clients policy and position on legal issues.
- Research, anticipate and guard company against legal risks.
- Guide managers and ensure compliance with rules and regulations.
- Structure, draft and review reports and other legal documents.
- Represent company in legal proceedings (administrative boards, court trials etc.).
- Draft and administer all contracts.
- Negotiate deals and attend organizations meetings.
- Prepare and file accurate documents in compliance with applicable laws and regulations.
- Conduct thorough research and analysis of laws, regulations, and rulings for accurate interpretation and application.
- Develop and implement legal planning strategies to optimize the organization's legal position.

- Collaborate with cross-functional teams to gather financial, legal and operational data for reporting.
- Manage tax audits and inquiries, including preparing responses and providing necessary documentation.
- Stay updated on changes in laws and regulations and communicate relevant updates to the team.
- Monitor and ensure timely response to all law related issues.
- Provide guidance and support to junior team members, fostering their professional growth.
- Collaborate with external legal advisors and consultants as required.
- Maintain accurate legal records and documentation for audit and compliance purposes.
- Conduct legal research and analysis to identify potential opportunities and ensure compliance.
- Prepare and review law provisions.
- Assist in the preparation and review of documentation to ensure compliance.
- Gather necessary data for tax provision and compliance purposes from finance and accounting teams.
- Prepare and submit tax-related reports, including tax returns and declarations.
- Manage tax audits and assessments, responding to queries and providing documentation.
- Stay updated on changes in laws and assess their impact on the organization's legal position.
- Evaluate and implement corporate planning strategies to minimize corporate liabilities.
- Collaborate with senior advisors for expert advice on complex legal matters.
- Provide law-related guidance and support to internal stakeholders, including finance, legal, and operations teams.
- Assist in the preparation and filing of documents, ensuring compliance with applicable laws and regulations.
- Review all legal documents for using them as an evidence in courts of law.
- Collaborate with clients to achieve success.

## **Manager**

Falcon International (Transport Vendor Of Nestle Pakistan) - Khanewal  
September 2010 to August 2013

### **Key Performance Areas:**

#### **Team Development/Leadership**

- Oversee, direct, and organize the work of the supply chain, administration and IT teams both at the area support offices, regional support offices.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Ensure staff members receive timely and appropriate feedback, training and development.
- Mentor and develop staff using a supportive and collaborative approach: assign accountabilities, set objectives, establish priorities, and monitor and evaluate results.
- Lead the organization to excellence in all aspects of supply chain and operations.
- With the support of operations team, I review and improve relevant policies,
- ensure high quality standards and SOP's across all operations areas, assess and
- strengthen staff capacity at all levels, build a strong community of practice in operations across the organization.
- Lead in the implementation of global operational improvements to enhance the
- organization's ability to implement programs, strengthen relations, improve
- organization-wide activities and mitigate identified risks.
- Responsibility areas for area offices include:
- Office premises, equipment, furnishings, insurance, administrative support organization and supplies, insurance for vehicles.
- Responsibility areas for regional offices include:

- Support on office premises, equipment, furnishings.
- Alignment on policies and procedures.
- Responsibility areas for country offices include:
  - Procurement Management
  - Warehousing and Inventory Management
  - Asset Management
  - Fleet Management (including owned and leased vehicles, other equipments.)
  - Rapid deployment team to stand up new offices in emergencies or new program areas and close outs.

## **Audit Officer**

Colony Mills Limited - Multan

August 2008 to August 2010

### **KEY RESPONSIBILITIES:**

- To carryout audit assignment as per audit plan & department head, provide professional support, conduct audit and express opinion there on.
- To assist department head in execution of audit program and follow up of the implementation of previous audit recommendation.
- Auditing of tax related works for the company, with tax consultant or lawyers.
- Auditing monthly accounts statement, daily cash surveillance report voucher with physically cash verifying.
- Auditing monthly stationery store, mechanical store, chemical store and medical store statement.
- Check and verify all kind of bills and voucher.
- Regular audit of the bills and identify irregularities.
- Checking of payroll (salary, wages. OT, night bill, holyday bill, gas bill, fuel cost etc.)
- Auditing all accounts book -cash book, general ledger and subsidiary ledger.
- Verify purchase indent.
- Establish and monitoring of the purchasing, inventory and requisitions system.
- Auditing of material and products in and out, goods transferred.
- Daily production follow up.
- To perform periodic audit as and when required.
- Perform any other tasks assigned by the management.
- Daily prepare audit report and special report.
- Checking of personal records of employee.
- Leftover item inventory and re-consume.
- Buyers orders closing report.
- Maintain order to order panel rejection.
- Buyer/Order/Style/County/ Color and size wise cut panel confirmation and follow up.
- Spinning program to program follow up.
- Batch to batch follow up.
- Spinning process loss follow up.
- Order to order closing report.

## **Area Officer**

Engro Foods - Mianchanu Punjab

January 2007 to August 2008

### **Key Performance Areas:**

- Analyzing and improving the milk collection system.
- Ensuring the highest quality and quantity of milk collection as per requirement of the company.
- Making strategies for maintaining healthy relationship with dairy farmer and other milk suppliers.
- Visiting the collection centers to observe and improve the operations by providing possible solutions to subordinates.
- Targeting new areas to enhance the collection of milk.
- Responsible for assessment of the area and identify improvement plans and implement them.
- Setting up a cost effective; transparent; efficient; fair and modern Milk collection system.
- Ensuring continuous inflow of targeted quantity and quality of milk.
- Maintaining and growing the volume of the raw milk as per company's requirement.

## **Manager**

Falcon International (Transport Vendor Of Nestle Pakistan) - Khanewa Punjab  
January 2006 to December 2006

### **Key Performance Areas:**

#### **Team Development/Leadership**

- Oversee, direct, and organize the work of the supply chain, administration and IT teams both at the area support offices, regional support offices.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Ensure staff members receive timely and appropriate feedback, training and development.
- Mentor and develop staff using a supportive and collaborative approach: assign accountabilities, set objectives, establish priorities, and monitor and evaluate results.
- Lead the organization to excellence in all aspects of supply chain and operations.
- With the support of operations team, I review and improve relevant policies,
- ensure high quality standards and SOP's across all operations areas, assess and
- strengthen staff capacity at all levels, build a strong community of practice in operations across the organization.
- Lead in the implementation of global operational improvements to enhance the
- organization's ability to implement programs, strengthen relations, improve
- organization-wide activities and mitigate identified risks.
- Responsibility areas for area offices include:
- Office premises, equipment, furnishings, insurance, administrative support organization and supplies, insurance for vehicles.
- Responsibility areas for regional offices include:
- Support on office premises, equipment, furnishings.
- Alignment on policies and procedures.
- Responsibility areas for country offices include:
- Procurement Management
- Warehousing and Inventory Management
- Asset Management
- Fleet Management (including owned and leased vehicles, other equipments.)
- Rapid deployment team to stand up new offices in emergencies or new program areas and close outs.

## **Subject Specialist**

Khalid Bin Waleed High School - Kabirwala Punjab

January 2004 to December 2005

### **Key Performance Areas:**

- Preparing maths lesson plans as per the grade levels.
- Explaining mathematical concepts in easy and understandable terms to the students.
- Using real-life examples to teach geometrical concepts.
- Developing students' interest in mathematics.
- Planning and creating teaching materials.
- Giving projects and assignments to the students.
- Organizing a surprise test in the classroom.
- Correcting the test papers and grading them.
- Facilitating classroom discussions on various topics.
- Attending parent-teacher conferences.
- Distributing learning materials to the students.
- Providing additional teaching support for slow learners.
- Building a strong relationship with the students.
- Collaborating with the teachers and other members of the school community.
- Solving various maths problems in the classroom.
- Reporting student progress in the maths subject.
- Performing other administrative tasks around the school.

## **Area Incharge**

Nestle Pakistan - Layyah

January 2002 to December 2003

### **Key Performance Areas:**

- Analyzing and improving the milk collection system.
- Ensuring the highest quality and quantity of milk collection as per requirement of company.
- Making strategies for maintaining healthy relationship with dairy farmer and other milk suppliers.
- Visiting the collection centers to observe and improve the operations by providing possible solutions to subordinates.
- Targeting new areas to enhance the collection of milk.
- Responsible for assessment of the area and identify improvement plans and implement them.
- Setting up a cost effective; transparent; efficient; fair and modern milk collection system.
- Ensuring continuous inflow of targeted quantity and quality of milk.
- Maintaining and growing the volume of the raw milk as per company's requirements.

## **Technologist**

Kohinoor Textile Mills Ltd - Lahore

September 2000 to December 2001

### **Key Performance Areas:**

- Supervises and coordinates activities of workers engaged in bleaching and dyeing.
- Prepares bleaching and dyeing solutions according to specified formula.
- Responsible to maintain all documentation council to dyeing section.
- To match production sample with target shade. \* Manage and prioritize timelines for concurrent projects.

- Responsible to check the final result of the process goods and discuss with the processing manager before dispatching.

## Education

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### **LLM in Law**

University Of Leeds, UK

August 2014 to September 2015

### **LLB in Law**

BZU Multan - Multan

2010 to 2012

### **MBA in IT**

AIOU Islamabad - Islamabad

2003 to 2005

### **BSc in Science**

BZU Multan - Multan

1998 to 2000

### **FSc in Pre Engineering**

BISE Multan - Punjab

1996 to 1998

### **Matric in Science**

BISE Multan - Punjab

1994 to 1996

## Skills

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- Management (10+ years)
- Litigation (10+ years)
- Corporate Governance (10+ years)
- IT (10+ years)
- Audit (2 years)
- Management (10+ years)
- Counseling (10+ years)
- Business Development (10+ years)

## Languages

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- English - Fluent
- Urdu - Native