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OBJECTIVES I am looking for position of Legal Counsel available with Autonomy Corporation and I am confident that I am the best applicant for this position in public/private sector within an enterprise dynamic, where my extensive experience of trial in Sessions Court and skills in the legal field can be used.

Education Bachelor of law. (LLB) University of Peshawar. (2007) (Pakistan Criminal and Civil law.) Bachelor of Arts. (B.A) University of Peshawar. (2002) (Pakistan Law and Political Science.) Faculty of Science. F.Sc. (1999) Secondary School Certificate. Matriculate. (1997) Computer Academy Charsadda. 6th month's computer certificate. (2001) (Software Packages. *Ms. Office. Internet/e-mail*) Soft Zone Computer College Charsadda. One year Computer Courses Diploma. (1999) (Fundamental of Computer)

PROFILE SKILLS Work in the Community. Analytical capability, ease of writing and research. The professionalism and integrity. Excellent interpersonal, teamwork and adaptation. Skills of coordination, partnership and diplomatic. Court Proceedings. Supervising. Stress management. Reporting skills. Updating work colleagues on business performance, new initiatives and related issues. Providing focus and direction to subordinates. Decision making and problem solving. Work scheduling that improves employee performance and reduces absenteeism. People management. Motivating employees to do better. Ability to work as part of a team. Effective administrative procedures. Ensuring high levels of customer satisfaction. Superb oral and written communication skills. Flexible, open to ideas and willing to learn. Extensive commercial awareness. Leadership skills. Communication, coordination and analysis skills

PROFESSIONAL EXPERIENCE Advocate. Experience as Criminal Advocate, Working as Lawyer at District and Sessions Courts Peshawar and Charsadda. Working on Internet and Contacting Clients, Handling Cases, Courts Proceedings, Drafting, Bail Applications, Session Trials, Information's, Investigations, Case Law Research, Rulings and finding on case laws, Readers Library Management, and Specially Convince Communication etc. The matters relating to courts includes cases in the Magistrate Courts, District and Sessions Courts, 6 years of experience on the system & procedure of basic Criminal Courts, the clerical staff procedures, record room procedures, high court procedure, Including Police Stations Procedures. Rahman Law Chamber. Charsadda, Pakistan (2015-2016) Experience as Criminal internee Lawyer Working for 6 months at District and Sessions Courts Charsadda. Assist the Senior council and dealing day to day courts proceedings. Phone calls, scheduling meetings, Manage Client evidence, and update files on daily basis, adjournments, up to date diary, preparing bail application, appeal against conviction and acquittal. Assist senior council for evidence-trial.

VM Institute Geneva. Switzerland (2007-2012) Consultant/Coordinator of Administration, Registration and Examination. Area of Admissions and Records Administration. Responsible for Recruiting, Developing and Evaluating Staff who report directly. Leads and directs the work of others, Staff development workshops, Serve as Project Manager for any system upgrades, Guides employee actions by researching, developing, writing, and updating administrative policies, procedures, methods, and guidelines; communicating developments to management. Assist in special projects as Necessary, Maintains report with Students, managers, and employees by arranging continuing contacts, researching and developing new services and methods, setting priorities, resolving problem situations, Maintains administrative workflow, Good Relation with Faculty members. Developing mechanism for the conduct of the screening test, paper preparation, paper setting and mechanism for demonstration

Atiks SA (Samsic Groupe). Geneva, Switzerland (2011-2012) Worked as Chef d'equipe (Division Responsible) at Patek Philippe Geneva, B. Worked at HR Dept at Transport Public Geneva, Chef d'animatur (Planner and Organizer), Ensure that team work in compliance with company policies and procedures, Assist in employee recruitment, performance evaluation promotion, retention and termination activities, Oversee staffing adjustments to obtain maximum result, Identify resources, assign workloads and manage schedules to ensure timely deliveries, different objects handled very smoothly. Supervision of about 100 peoples at different divisions.

Training Courses USAID. 2016 Legal Topics, Improvement in law System, Drafting, Lecture on Constitution of Pakistan, Human Rights, Legal Awareness Program, Ethics, (2016) ICMC 2017. Organized by Sharp, Life of Afghan peoples in Pakistan, Their Human Rights, Legal Rights, Immigration Status, Human Rights in Constitution of Pakistan, Court

Assist, Protection of Afghan Refugees and their Rights, Rehabilitation of Afghan Refugees, Up-gradation of Education Level, life support (2017).ICMC 2018Organized by Sharp, The Refugee Protection Sensitization Training, Human Rights and Legal Rights in the Constitution of Pakistan, To Assist Courts and Protection of Afghan Refugees and their Rights, Rehabilitation of Afghan Refugees under Foreign Act Pakistan, Education Level. (2018).Short Period Experience (Social Work)2007 Festival of Zurich. Switzerland.2007 Festival of Winterthur, Switzerland.2008 Independent Celebration of Zurich, Switzerland.2008 Street Parade Zurich, Switzerland.2010 Festival of Bout du Monde Geneva, Switzerland.Self-Trained EducationProcessing, Introduction to Operating System, Fundamental of Accounting with Spread sheet (Excel) Word Processing (Word Perfect/MS Word) Data Communication & Retrieval (MS-Windows, LAN) System analysis and Design Software Packages and Data Structure MS Word, MS Excel, MS Power Point, Internet/E-mail. Computer Software Issues, Computer Programming, like Solving Computer Trouble Shooting, Hardware and their issues, Software and their Issues, Formatting, Software's, Windows installations, All Windows Operation, 98, 2000, Window Millennium, XP Editions, Vista Editions, Windows 7(family basic, home premium) Working on MS Offices 98, 2000, 2003, XP, 2007, Service Pack 2, 3. Open office ORG Java edition, Creating PDF acrobat files. Projects, Internet, e-mailing, Data Targeted Searching, Fast Using of Computer, Average Typing Speed in English 60-80 words P/Min.LANGUAGESPashto: Mother TongueUrdu: Mother TonguePunjabi:ExcellentEnglish:ExcellentFrench:MediumActivitiesMember of Swiss Cricket Association Switzerland. Registered with ICC. (2006-2013)Social Member of Geneva 11 Star Cricket Club. Switzerland. (2006-2013)Member of the Peshawar Golf Club, Shami Road, PeshawarCricket, Regular Golf, Badminton, Snooker, Cinema, Cooking, Long DriveReferencesImtiaz-UR-Rahman Rahman Law Chamber Advocate High Court. +92.333.986.97.70Syed Haziq Ali ShahAdvocate Supreme Court402, Block-A, 4th Floor, City Towers,University Road, Peshawar.Tel & Fax: 92-91-5844192Cell: +92-300-5908460E. Mail: haziq1@gmail.comFaqir Gul Shah.Senior Chief Manager College of Physicians and Surgeons Pakistan (Peshawar) fgshah2005@yahoo.co.uk +92.313.929.79.78