**Curriculum vitae**

**TAJ UD DIN**

Address: Village Pehlawan Qilla Post Office and Tehsil Shabqadar District Charsadda.

Date of Birth: 10 March 1999

Email**.**:Khantajudin33@gmail.com

Mobile: 0334-5585924

**Professional Summary**

A detail-oriented lawyer with extensive experience in legal research, drafting documents and providing comprehensive client support. Adept at navigating complex legal frameworks to deliver strategic solutions.

**Experience**

**Management Trainee Officer(corporate Affairs)** **Postal Life Insurance Company Limited Pakistan Islamabad**. **15/07/2022 – CURRENT Islamabad,**

During this Placement he has performed the following task:

* Assist in organizing and preparing documents for board meetings and corporate governance tasks.
* Ensure compliance with regulatory standards and legal requirements.
* Maintain and update corporate records, contracts, and legal documents.
* Support risk management processes and internal audits.
* Engage with stakeholders and regulatory bodies, assisting in corporate communication.

. **Assistant Lawyer  
Malik Law Chamber Peshawar.  
December 2018 to February 2022**

During this Placement, he has performed the following task:

* Assisting senior lawyers in preparing for court cases, including conducting legal research and drafting legal documents.
* Managing case files and maintaining detailed and organized records.
* Communicating with clients to gather necessary information and provide updates on case progress.
* Assisting in the preparation of legal briefs, motions, and other documents.
* Attending court sessions, taking notes, and assisting in trial preparations

**Education**

**M.Phil. (2 years)**

* **M.Phil. Criminology and Criminal Justice**  
   **Minhaj University Lahore.**  
   (2021– 2023)

**Master (2 years)**

* **MSC Criminology University of Peshawar**  (2018 – 2021)

**Graduation (2 year)**

* **BSC Biological Science**

**Bacha Khan University Charsadda**  (2016 – 2018)

**Intermediate:**

* **FSC (Pre-Medical)**

**Government Degree College shabqadar**  (2014-2016).

**Matriculation:**

* **Science**

**Government high school shabqadar**  (2012-2014).

**DIT (1 year)**

* **Diploma in Information Technology**   
   **charsadda Institute of technology** (2016- 2017

**Skills**

* **Legal Research**
* **Drafting Documents**
* **Case Management**
* **Analytical Thinking**
* **Communication**
* **Team Collaboration**