

CURRICULUM VITAE

USMAN AHMED

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Objective

Ambition is to focus on skills and begin as legal advisor at highly professional and revered institutions of Pakistan. Wish to extend experience and knowledge in an environment where motivation and interests will be stimulated.

Education

LLB, University of Peshawar, December 2011 - September 2015.

Skills gained

- Enhanced research skills through gathering relevant electronic and published data on essential aspects of law.
- Valuable comparative analysis skills by objectively evaluating a variety of laws and policies applied in country.
- Excellent primary and secondary data handling skills- through writing a company based dissertation.
- Well-honed debating skills- through long and thorough discussions during seminars and academic presentations.
- Excellent writing & presentation skills through writing analytical essays on various aspects of law and conducting professional presentations.
- Improved client handling and drafting skills- through successful completion of a pro-bono module based on interviewing a client and advising them through a Legal Opinion.

B.A, Edwardes Collage Peshawar, 2009-2011.

HSSC, Peshawar Model Degree Collage, 2007 - 2009.

SSC, *B.I.S.E, Peshawar, 2007.*

Legal Work Experience

October 2022- Current

Imarat Group of Companies, Manager Legal

Duties;

Corporate

- Review of Agreements and Contracts
- Maintaining Corporate Dashboard
- Filling and Record keeping of Agreements

Conveyance

- Review of Agreements and Contracts
- Support to the Real Estate Agents
- Drafting of Sale Agreements
- Drafting of Lease Agreements
- Drafting of External Projects Agreements

Litigation

- Maintaining Litigation Dashboard
- Engaging Lawyers for Court cases
- Drafted FIRs
- Updated Main Litigation Dashboard

April 2021 – October 2022

U Micro Finance Bank Limited, Senior Officer Legal

Duties;

Corporate

- Review of Agreements and Contracts
- Maintaining Corporate Dashboard
- Filling and Record keeping of Agreements
- Review and Drafted Account Opening Approvals
- Review and Drafted Undertakings

Home Loan

- Maintaining Home Loan Dashboard
- Review of Documents shared by Branch
- Engaging Lawyers for Home Loan
- Drafted 1st and 2nd Opinions
- Drafted Invoices of Lawyers

Litigation

- Maintaining Litigation Dashboard
- Engaging Lawyers for Court cases
- Drafted FIRs
- Updated Main Litigation Dashboard

April 2020- April 2021

H.U.W.I.N Law. Partner

Duties:

- Establishing what needs to be done to solve a client's legal problems.
- Reviewing legal documents to ensure they are in proper format and contain all the

- Necessary paperwork for court acceptance.
- Providing clients with legal advice and support on a wide range of legal issues.
- Representing clients in both criminal and civil trials.
- Attracting additional business from new and existing clients.
- Holding regular casework meetings and review with other legal staff.
- Involved in drafting precedents and documents.
- Supporting clients across global sectors.

October 2017-April 2020

Ali & Ali Advocates & Legal Consultants, Associate Lawyer

Main duties include working on on-going cases by carrying out in-depth research, drafting important legal documents and handling clients on a regular basis.

- Providing criminal legal aide to clients in both Bail and Trial matters.
- Sharing legal information and advice with work colleagues.
- Excellent problem solving and solution finding skills.
- Providing the differing needs, culture and values of clients.
- Drafting legal paperwork and material.

June 2016- August 2017

Hidayat Ullah Khan Chamkani Law Chamber, Associate Lawyer

Main duties included working on on-going Criminal cases and prepare file for the hearing. Drafting Bail Application. Research on case laws and representation of clients in courts.

March 2015- May 2016

Waseem ud Din Khattak & Associates, Associate Lawyer

Main duties included case preparation and Research on Case Laws.

Qualifications and other skills

- Fluent in English, Urdu and Pashto.
 - Good understanding of computers Microsoft.
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