Actively looking for an Articling position, with over 24 years of experience in the field of law, policy development and research, my vision is to provide the best possible legal services to individuals in need. Team player with excellent communication skills, high quality of work, driven and highly self-motivated. Strong negotiating skills and business acumen and able to work independently.

PROFESSIONAL EXPERIENCE

2014- 2018

Lead Hand.

DHL Logistics, Calgary, Canada

As a lead hand I was tasked to man one the busiest station of Calgary. My duties included providing leadership support in managing the quality assurance and managing complex orders. I was managing a team of more than thirty-five individuals at one time. I was also tasked to provide mentorship support to newly appointed members. I also managed complex documentation of shipments.

* Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
* Supervised material flow, storage and global order fulfillment. Maintained accurate stock records and schedules.
* Safeguards warehouse operations and contents by establishing and monitoring security procedures and protocols.
* Controls inventory levels by conducting physical counts; reconciling with data storage system.
* Maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment; issuing work orders for repair and requisitions for replacement.
* Achieves financial objectives by scheduling expenditures; analyzing variances; initiating corrective actions.
* Completes warehouse operational requirements by scheduling and assigning employees; following up on work results.Maintains warehouse staff by recruiting, selecting, orienting, and training employees.
* Maintains warehouse staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.

2002 - 2014

Senior Lawyer.

Vardag & Associates, Islamabad, Pakistan,

My services were once again requested by the company that I started my career with. I was appointed as a Senior Lawyer to supervise most of the law firm work.

* Under my supervision me and my team were successful in winning a multimillion-dollar case for our client Pakistan State Oil.
* Procured a 20 million rupee contract for the Privatization Commission of Pakistan and reviewed and negotiated the contracts.
* Appointed as arbitrator with different orders of courts particular in corporate matters. Performed with directions of the court orders, record the statements, and collect the evidence, give the personal finding if necessary and present the finding reports to the court.
* Provided legal advises to Government Departments such as Privatization Commission of Pakistan and United Bank of Pakistan, particularly when Government need to privatize any Government or Sami Government Organization like Pakistan Telecommunication of Pakistan, Pakistan Steel Mill. Assisted to make all legal and corporate documents which must require privatization of any Organization.
* Handled the cases on behalf of different companies where I exhibited my deep knowledge in handling difficult and complex cases of varied nature, which directly contributed towards enhancing investor confidence. Drafting and pleading (Plaints, Written Statements, Wills, Mortgages, Sale Deeds, Sale Agreements, Arbitration, and Meditation etc.) increased my expertise in Company Law & Law of Contract.
* Conducted numerous client interviews for criminal and civil litigation and prepared pleadings for court submission and argued in courts. Acquired exceptional research abilities of concerned law, superior writing skills and cross examination.
* Dealt with Family Law cases at all levels of courts and achieved pertinent expertise in this field of law. Acquired conceptual and procedural command over family law ordinances and related laws. Marriage Law, Child Custody, Maintenance, Divorce, and succession issues were prominent in my practice.
* Enjoyed significant grip over Law of Evidence, recorded evidence in different courts of law in accordance with this law, especially during criminal litigation, conducting examination in-chief and cross examination.
* Established and managed Corporate Law Practice. During this, I drafted and negotiated commercial contracts relating to technology agreements, prepared written applications, and obtained relevant approvals from statutory authorities, drafted, and secured the registration of trademarks, wrote, and reviewed standard contracts for information technology companies.

2000 - 2002

Associate Lawyer

Mian & Associates, Islamabad and Lahore, Pakistan

Hired by a prominent law firm to represent there clients in all matters of the company. The Law firm entrusted me with their most complex cases and I proved my worth by winning the most cases.

* Drafted and reviewed corporate contracts including licensing agreements, employee invention and assignment agreements, shareholder and retailer agreements, employee stock option plans, dissolution deeds, contracting and sub-contracting agreements.
* Handled intellectual property matters including preparing licensing agreements, conducting searches, advising clients on trademark registration, and drafting legal notices for trademark protection.
* Devised policies for factory overheads, developing cost rationales and capturing cost of goods produced. Devised and implemented procedures to ensure profitability for projects.
* Prepared and delivered sales presentations to corporate clients, government agencies, diplomats & OEMs.
* Led, designed, and executed print & electronic media campaigns including finalizing story boards.
* Organized for corporate participation in international events.

1999 - 2000

Junior.Advocate.

Vardag & Associates, Lahore, Pakistan

Under the supervision of a prominent Supreme Court lawyer, I started my career and within a period of one year I was trusted with numerous clients.

* My duties included Drafting and presenting statement of facts in land litigation cases relating to acquisitions, appointment of arbitrators, and appointment/suspension of dealers.
* Represented corporations in cases relating to offences under the Negotiable Instruments Act, advised employee criminal liability for negligence.
* Appeared before arbitrators and represented clients in alternative dispute resolution.
* Assisted lawyer and paralegals with all legal and administrative duties related to law office.
* Filed new cases, research work, filed appeals and prepared files

Performed reception duties, greeted clients, recorded messages and updated calendars and dairies

EDUCATION

##### **2023 Practice Readiness Education Program (PREP), CPLED**

##### The First Module successfully completed. Enrolled for the second module.

##### 2023 **NCA Certificate of Qualification**.

##### Completed all the requirements for gaining the NCA CQ

##### Federation of Law Societies of Canada

2011-2012 Master in Business Administration

##### **AIOU Islamabad**.

##### Finance and Marketing.

With a stellar performance in my batch, I was offered several positions after completion of my degree.

1996-1999 Bachelor of Law (LLB)

##### **International Islamic University, Islamabad,**

##### Ranked as one of the best universities I completed my terminal law degree from IIUM, getting distinction in most of my courses.

1993-1996 **Bachelor of Commerce**

The University of Punjab

Accounting and Business Laws & Procedures.

**MEMBERSHIPS**

* Life Member of Islamabad Bar Council
* Member Punjab Bar Council
* Life Member of Islamabad High Court Bar Association

LANGUAGES

English Proficient

Urdu Native

Punjabi Native

Hindi Proficient