



## Maryam Khan

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### **Summary & Objective:**

Highly diversified professional with over 6 years of work experience across different functions e.g.

**Office administration, records & database management, civil, criminal, public, bankruptcy and administrative law.**

Now looking for a challenging position with a reputable Organization / Institution in GCC. Where I can contribute to system, work closely with management & colleagues in order to add value.

### **Professional Experience:**

#### **August 2011 – Present:**

Officer Administration & Legal

EXELON MANAGEMENT & CONSULTANT LAHORE

#### **Responsibilities:**

- Providing accurate, timely and effective legal advice to clients.
- Studying police reports, interview transcripts, medical records and other facts to make a case for the plaintiff.
- Advising colleagues on all legal matters, suggesting courses of action.
- Attending hearings at court.
- Presenting evidence in court to support clients in legal proceedings.
- Giving oral arguments in a court of law.
- Shaping a client's expectations on what can be realistically achieved.
- Advising clients on their legal rights and obligations.
- Getting to know clients and developing and maintaining relationships with them.
- Looking for evidence that will back up a client case.

- Researching precedents in law libraries and then using the finding to provide a defense for their clients and support their cases in court.
- Visiting clients at their homes, work places or prison.
- Writing up legal documents like will, trusts and gifts.
- Involved in out of court settlements.
- Preparing arguments to be heard in a trial.
- Gathering and organizing evidence on behalf of clients.
- Preparing questions to ask witnesses.
- Interviewing witnesses, defendants and clients.
- Appearing before legislative and regulatory bodies or government agencies.
- Acting as an intermediary between barristers and clients.
- Interpreting and explaining the law clearly to both individual and business clients.
- Coordinating planning and building regulations applications.
- Advising businesses on the impact, interpretation and implementation of new policies and legislation.
- Giving support, recognition and rewards to junior staff.
- Office Organization & Administration
- Records & Database Management
- General Bookkeeping
- Telephone & Front Office Reception
- Spreadsheets & Reports
- Calendar management
- Meeting & Event Planning
- Filing & Data Entry
- Demonstrated the ability to learn new organizational processes, workflows, policies and procedures with minimal ramp-up time.
- Created databases and spreadsheets that improved inventory management and reporting accuracy.
- Office & Computer Systems

### **Qualifications:**

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| <b>Master of Arts (MA) Political Sciences</b><br>University of Punjab          | <b>2015-2016</b> |
| <b>Diploma in Corporate Law &amp; Practices (DCLP)</b><br>University of Punjab | <b>2014-2015</b> |
| <b>Bachelor of Laws (LLB)</b><br>University of Punjab                          | <b>2010-2013</b> |
| <b>Bachelor of Arts (BA) English Literature</b><br>Punjab University Lahore    | <b>2009-2010</b> |

### **Legal Competencies & Skills:**

- Possessing the ability to convincingly present a case in court.
- Good knowledge of Understanding of contracts, government regulations, intellectual property rights, patents etc.
- Knowledge of corporate law.
- Experience of supporting vulnerable clients.
- Knowledge of effective file management procedures.
- Litigation
- Risk Management
- Investigation
- Convincing

### **Other:**

Knowledge with Microsoft office – MS Excel, MS Word.

### **References:**

Will be furnished upon request.