



Sana Ullah

ID: 4520210433777 | **Passport:** JH3103772 | **Date of birth:** 22/02/1998 |

Place of birth: Khairpur Mir's, Pakistan | **Nationality:** Pakistani | **Gender:** Male | **Phone number:**

(+92) 3073709526 (Mobile) | **Email address:** sanaullahbhand5@gmail.com |

Address: Street No.6, Citizen Colony Near Mirwah Canal, KHAIRPUR MIRS, Pakistan (Home)

ABOUT ME

An accomplished legal professional with an LLB from the University of Karachi and over three years of dedicated experience in litigation. I am enrolled as an Advocate of the High Court, demonstrating a proven ability to navigate complex legal landscapes. In my role as Law and Litigation Officer for the Sukkur region at Khushali Microfinance Bank, I am responsible for overseeing all legal and litigation affairs, combining my academic pursuits with practical, high-impact legal work.

WORK EXPERIENCE

M/S JAHANGEER KHAN PATHAN & CO. – HYDERABAD, PAKISTAN

ADVOCATE HIGH COURT – 30/03/2022 – 26/06/2025

- Conduct Legal Research.
- Prepared legal opinions.
- Litigation Support & Documentation.
- Assisted senior counsel in drafting and reviewing a wide range of legal documents, including complaints, written statements, leave to defend, applications, petitions, appeals, and legal notices.
- Prepared comprehensive case summaries, chronologies, and discovery documents for use in court proceedings.
- Managed and organized case files, ensuring all documentation was accurate, complete, and readily accessible for court appearances.
- Attended court hearings, particularly those in banking courts, civil courts, and sessions courts, to observe proceedings, assist counsel, and understand judicial processes.
- Assisted in preparing for cross-examinations and direct examinations of witnesses.
- Gained practical experience in court etiquette and procedure, including filing processes and managing court dates.
- Assisted in client consultations, understanding their legal needs, and explaining complex legal concepts in an accessible manner.
- Contributed to providing preliminary legal advice under the supervision of senior lawyers, particularly concerning contractual obligations and dispute resolution.

KHUSHALI MICROFINANCE BANK LIMITED – SUKKUR, PAKISTAN

LAW AND LITIGATION OFFICER SUKKUR REGION – 27/06/2024 – CURRENT

1. Litigation Tasks

A) Monitoring of Cases/ Complaints/ Petitions/ Appeals etc. filed by and against the Bank:

Monitor court cases and assist in FIA matters, NAB issues and all other issues of legal significance pertaining to any branch across Pakistan.

Attend matters in court as to safeguard interest of the Bank on instructions of Line Manager.

Monitor & follow up the cases & consult with Bank's Lawyers with regard to cases filed by or against the Bank in order to avoid legal complications. Provide full assistance to the Line Manager with regard to follow up of cases of the Bank.

B) Processing of Approvals & Maintaining of MIS

Maintain MIS record of cases filed against the Bank/ filed by the Bank with updated proceedings.

Ensure that high level secrecy and privacy for all legal data is maintained for the organization.

2. Legal Tasks

Support & assist Line Manager in the assessment of legal documents of the Bank to ensure legal protection.

Study judgments/precedents and share synopsis with Line Manager.

Keeping abreast of any new enactments and any amendments in laws, regulations etc. applicable to the Bank and assist Line Manager in this regard.

Ensure that high level secrecy and privacy for all legal data is maintained for the organization.

● EDUCATION AND TRAINING

07/01/2019 – 31/12/2021 Karachi, Pakistan
LLB University of Karachi

Website Uok.edu.pk

20/08/2015 – 25/12/2017 Khairpur Mir's, Pakistan
B.A Shah Abdul Latif University, Khairpur

Website www.salu.edu.pk

16/08/2013 – 15/05/2015 Sukkur, Pakistan
INTERMEDIATE BISE, Sukkur

Website <https://www.bisesuksindh.edu.pk>

10/03/2011 – 15/05/2013 Sukkur, Pakistan
MATRICULATION BISE, Sukkur

Website <https://www.bisesuksindh.edu.pk>

01/05/2013 – 31/10/2013 KHAIRPUR MIRS, Pakistan
CERTIFICATE OF INFORMATION TECHNOLOGY City Computer Centre

● LANGUAGE SKILLS

Mother tongue(s): **SINDHI**

Other language(s): **URDU** | **ENGLISH**

● SKILLS

Microsoft Office | Microsoft Word | Legal Drafting | Researching on case Laws | Litigation | Alternative Dispute Resolution | Contract Drafting | Advocacy | Organizational and planning skills | Written and Verbal skills | Microsoft Excel | Good listener and communicator | Team-work oriented | Decision-making | All Miscellaneous work of the Court | Filing Income Tax Returns

● NETWORKS AND MEMBERSHIPS

30/03/2022 – 27/09/2024 Karachi
Sindh Bar Council

Advocate Subordinate Court
Admitted and Enrolled as an Advocate on the roll of Sindh Bar Council, entitled to appear, act and plead before any Court or Tribunal in the province of Sindh except High Courts and the Supreme Court of Pakistan

28/09/2024 – CURRENT Karachi
Sindh Bar Council

Advocate High Court
Enrolled as an Advocate of Sindh Bar Council has been admitted as an Advocate High Court, entitled to appear, act and plead before any Court or Tribunal in Pakistan except the Supreme Court of Pakistan

● CONFERENCES AND SEMINARS

25/05/2014 – 25/05/2014 Khairpur
YCOL Khairpur Youth Leaders' Conference- KYLC

Motive:
"You will only grow if you do something."
"How to create confidence."
"How to help poors."

Activities:
Tableau, speeches, training, lunch and much more

27/02/2016 – 28/02/2016 Khairpur Mir's
10th Indus Youth Conference

TOGETHER WE HAVE IT ALL

2016 Khairpur Mir's

1st Minority Youth Summit

16/12/2014 – 23/12/2014 Khairpur Mir's

14th National & 2nd Saanso Scouts Jamboree

The 14th National & 2nd SAANSO Scouts Jamboree, held in Khairpur Mir's, Sindh, Pakistan in 2014, had a primary motive of fostering friendship among youth with a theme of "Peace through Scouting."

17/01/2015 – 19/01/2015 Islamabad

2 Days PAUN Young Leaders Scout Camp Pakistan – US Alumni Network

The 2015 PAUN Young Leaders Scout Camp, organized by the Pakistan-U.S. Alumni Network (PAUN) in collaboration with the Pakistan Boy Scouts Association (PBSA), had several key motives and objectives:

* Youth Development and Empowerment: The primary aim was to empower underprivileged youth to become "agents of change" in their communities. This involved introducing them to pedagogical skills, team building, alternative learning methods, and critical thinking. The program sought to encourage participants to think beyond traditional curricula for personal, professional, and societal growth.

* Leadership and Core Scout Values: The camp emphasized instilling values such as leadership, teamwork, self-reliance, and other core scout values. It aimed to promote the holistic development of individuals – physical, mental, and emotional – through the scouting experience.

* Community Engagement and Service: A significant motive was to foster community involvement and youth development through scouting activities. Participants were encouraged to engage in community service and explore ways to make meaningful contributions to society.

* Critical Thinking and Problem Solving: The camp focused on enhancing critical thinking skills and problem-solving abilities, preparing participants to respond to unpredictable circumstances and developments in their lives and communities.

* Peacebuilding and Cross-Cultural Understanding: The program also aimed to encourage participants to become active peacebuilders and provided a platform for interaction with activists, educators, and academicians, fostering a broader understanding of diverse perspectives.

In essence, the 2015 PAUN Young Leaders Scout Camp sought to develop a new generation of leaders who are not only well-equipped with practical skills but also possess strong values, a sense of community responsibility, and the ability to think critically and contribute positively to society.

2015 Islamabad

15th Islamic Orientation Programme for Scout Leaders 2015 at IIUI Islamabad

Write here the description...

2016 Karachi

Scout Friendship camp

02/09/2021 – 02/09/2021 University of Karachi

How to File Income Tax Returns?

Attend course/workshop at Sardar Yasin Malik Professional Development Center University of Karachi

HONOURS AND AWARDS

2009

Mere Watan Ka Khuawab – Habib Bank Limited

Presenting Drawing for the purpose of Mera Watan Ka Khuawab

2010

NEEM TREE "THE THREE OF SINDH CELEBRATION" – Shah Abdul Latif University Khairpur Mir's

The Neem tree celebration at Shah Abdul Latif University Khairpur Mir's

2010

"Most Obedient Student" – The Academy of Excellence, Senior Campus Khairpur Mir's

VOLUNTEERING

2009 – CURRENT Khairpur Mir's

Al Farooq Scout Open Group

- Helpout the poor
- Social activities

- Scouting
- 14 August celebration
- Defense day celebrating
- Different National days celebration
- Help out in emergency situation
- Buried the dead bodies of those persons who have no relative

2021 – 2022 University of Karachi

Head of Admission committee

Head of admission committee of the sindhi Shagrid sath to helpout overall students about the admission requirements and warm welcome after admission and helpout in education

SOCIAL AND POLITICAL ACTIVITIES

02/01/2020 – 05/01/2021 University of Karachi

Join General Secretary

- To helpout the students affairs.
- To promote cultural activities
- To discuss different issue of students with administration