

ADEELA BATOOL

Tarlai Kalan Islamabad

03005553263 adiadv36@gmail.com

Professional Summary

Combination of Instructor and Consultant, while teaching different subjects related to Pakistani and sharia law and being valuable Tax & Corporate Consultant Offering strong research and problem-solving skills. Adept at performing given tasks, and procedures on key tax and corporate sector activities and processes. Accomplished in making efficient recommendations for improvements. Knowledge of business, financial, and corporate language. To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management, and problem-solving skills. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

EXPERIENCE

12/2024 – CURRENT

Senior Lecturer Shifa Tameer E Millat University

Islamabad

- Islamic Law of Contract (Department of shariah & law)
- Legal Study of Sunnah (Department of shariah & law)

02/2022 – CURRENT

VISTING FACULTY INTERNATIONAL ISLAMIC

UNIVERSITY ISLAMABAD

- Principles of Islamic Jurisprudence (Department of Economics)
- Introduction to Law (Department of psychology)
- Islamic Jurisprudence of Environment (Department of Environmental Science)
- Understanding of Quran (Department of Environmental Science)
- Legal Study of Sunnah (Department of shariah & law)
- Values & Structure of Family in Islam (Department of psychology)

03/2024 – CURRENT

LEGAL ADVIOSR Opulence Construction (PVT) LTD Malikwal

- Making best Compliance with authorities.
- Giving consultation regarding legal matters.
- Recommendations to avoid pleadings

04/2022 – CURRENT

LEGAL ADVISOR QAIM WEAR OFFICIAL (PVT) LTD LAHORE

- Making best Compliance with authorities.
- Giving consultation regarding legal matters.
- Recommendations to avoid pleadings

07/2021 – CURRENT

LEGAL ADVISOR, AIR BUSINESS CONSULTING (PVT) LTD ISLAMABAD

- Filling timely case pleadings to meet firm deadlines
- Directed and supported with business registration and other legal requirements
- Developed compliance best practices for the company.
- Offered in house training to company personnel on relevant aspects of law
- Drafting of agreements, contracts, and other legal documents for the company

03/2021 – CURRENT

LEGAL ADVISOR, CIAO GARMENTS (PVT) LTD MALIKWAL

- Developing compliance best practices for the company
- Drafting of agreements, contracts, and other legal documents for the company
- Working with management and staff to resolve pre-litigation disputes
- Preparation of balance sheet
- Preparation of profit and loss accounts

08/2019 – CURRENT

**CEO, HADI LAW ASSOCIATES TAX & CORPORATE CONSULTANTS
MALIKWAL PUNJAB PAKISTAN**

- Exceeding goals through effective task prioritization and great work ethics
Serving customers and following outlined steps of service.
- Delivering an exceptional level of service to each customer by listening to concerns and answering questions
- Managing team of 4 employees, overseeing, hiring, training, and professional growth of employees.
- Performing duties following applicable standards, policies, and regulatory guidelines to promote a safe working environment.

10/2018 – 08/2022

TAX & CORPORATE EXECUTIVE RIZWAN ARISH & CO ISLAMABAD

- Preparation of tax returns, extensions, tax planning, and write-ups for organizations and entities.
- Facilitating communications between clients and tax, corporate authorities

- Preparation of written responses or tax return amendments to resolve state and federal notices
- Oversaw team of 7 tax professionals handling up to above 800 clients per year
- Contact with FBR, SECP, IPO, Chamber of Commerce, or other government organizations on behalf of clients to address issues.

MASTER TRAINER PUNJAB COMMISSION ON STATUS OF WOMEN (PCSW)

- **Training to the councilor and nikah registrar.**
- **Briefing on the amendments made by the Punjab government in nikah nama and inheritance matter 07/2017 – 09/2017**

FIELD SURVEYOR INSTITUTE OF POLICY STUDIES ISLAMABAD

- Conducted interviews with Madaris Heads to complete the assessment.
- Gathered organized and modelled data for survey reports and presentations.
- Coordinated survey crew activities and oversaw field operations

Achievements and Awards

12/24 ***Appointed as Head Moot Court Department of Shariah and Law***

Shifa TAMEER E Millat University Islamabad.

02/25

Appointed as Chairman Student affair committee

Shifa TAMEER E Millat University Islamabad.

06/24

Appointed as Oath Commissioner, Tehsil Courts Malakwal

01/24

Elected as Library Secretary, Tehsil bar Association Malakwal

11/23

Awarded by Gold medal and Distinction Certificate by International Islamic University Islamabad

01/22

Elected as member Board of trustees Vocational Training Institute Mandi bahauddin

EDUCATION

09 2022 Preceding

PHD ISLAMIC LAW & JURISPRUDENCE, INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD

Course Work Completed Secured 3.33/4 CGPA.

08 2019

LLM ISLAMIC LAW & JURISPRUDENCE, INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD

Thesis Title: Legal exemptions for old age persons; a comparative study of Islamic and Pakistani law. Secured 4/4 CGPA.

06 2017

LLB (HONS) SHARIAH & LAW, INTERNATIONAL ISLAMIC UNIVERSITY
ISLAMABAD

CGPA 3.5/4

SKILLS

- Analytical and conceptual ability; communication skills
- Planning and monitoring skills
- Ability to make timely and quality judgments and decisions
- Coordination skills

- Ability to organize work and projects
- Computer skills including internet, Inpage, MS office.
- The initiative, passion, and commitment to the job