
SAIMA SHAHZADI

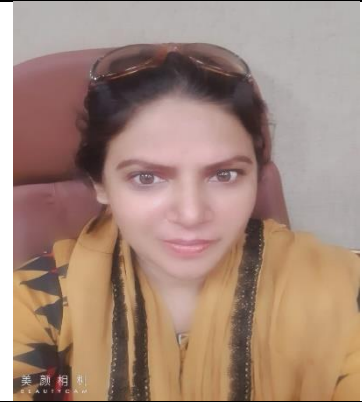
Official Address:

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, Islamabad

Mob: 0321-4034889

Residential Address:

House No. 2070 Street 69 I/10-4 Islamabad
E-mail: adv.saima10@gmail.com



Accomplished corporate lawyer with 8 years of experience through providing expert Corporate Advisor to businesses on complex transactions, regulatory compliance and corporate governance. Proven tracks record of negotiating favorable deals, mitigating risks and ensuring legal compliance. Adopt at collaborating with cross-functional teams and delivering strategic solutions to drive business success.

OBJECTIVES:-

To be a part of dynamic organization and contributing towards its growth and development through my customized knowledge and skills and work as a part of team and making it unique and helpful for me as well for the organization achieving its goals.

CORE QUALIFICATIONS:-

- Corporate law
- Mergers and acquisitions
- Contract negotiation
- Legal research
- Dispute resolution

EDUCATION:-

- 2019 **LLM (Corporate)**, University of Lahore, Punjab Pakistan.
- 2015 **LLB**, University of the Punjab, Lahore, Pakistan.
- 2008 **B. Ed** University of Education

Membership

- Member **Punjab Bar Council (PBC)** 19.01.2016
- Member **Lahore High Court Bar (LHCB)** 13.02.2018
- Member **Tax Bar Association Pakistan (TBAP)** 03.09.2018

WORK EXPERIENCE:

- **At present Corporate Consultant:-**

Presently practicing as civil, criminal, banking Corporate Consultants with Various Companies as Short Term Consultant dealing with SECP, and other corporate Matters at LWMC.

- **Program Coordinator / Lecturer LL.M at Superior University Lahore. 2022 to 2024**

JOB DESCRIPTION:-

- Assist **Mr. Danishwar Malik** Dean of LLM Programme.
- Assist Lectures with **Dr. Afzaal Khalid Ranjha** for LLM.
- Communicating with students and Lecturer regarding program.
- Assist in planning and coordination of programs and their activities.
- Monitor implementation of program policies and practices.
- Worked to keep program on schedule, within estimated budget and functioning smoothly.
- Supported program growth and development as necessary.

- **Legal Officer, Bilal Law Chamber Aug, 2016 to Aug, 2022**

JOB DESCRIPTION:-

- Define and developed Legal policies and procedure while advising on all major business transactions.
- Negotiate with opposing parties to avoid litigation, reach resolution and achieve the goals of the corporation.
- Draft and review contract, deeds, cases and internal policies in accordance with all applicable regulations.
- Ensures all documents filed with the secrecy.
- File management and maintaining customary record.

- **Manager Assistant, Kashf Foundation Lahore May 2013 to Jan 2016**

JOB DESCRIPTION:-

- Prepared Reports on regular basis
- Provided Administrative support to the organization.
- Dealt with customers and provided guidance.
- Replied of official emails.
- Assisted HR wing on different issues.

PROFESSIONAL CERTIFICATES:

- **Diploma in English Language** NUML , Islamabad 30/06/2019
- **Diploma in Taxation Law** University of Punjab, Lahore (03/02/2018).
- **International Law & Human Rights** School of Law (13/ 02/2015)

DISTINCTION:

I achieved good debater Certificate at Division Level in 2015.

Computer SKILLS:

- MS Office Skill, Power point
- Web Browsing, Internet Searching,
- Electronic Mail Corresponding

LANGUAGES:-

Proficiency in all the four aspects of **English, Urdu** and **Punjabi** languages.

PERSONAL:-

- **Hobbies:** Reading various Law books judgments, Internet surfing.
- **Date of Birth:** February 04, 1985.
- **Nationality:** Pakistani.

REFERENCE:-

Muhammad Tariq Munir
Company Secretary & Head of Legal
LWMC