

HUNAIZA KHAN

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PROFILE

Detail-oriented legal professional with hands-on experience in case management, legal research, and document preparation gained through the Bank of Punjab's Legal Department. Skilled at maintaining case files, tracking deadlines, drafting correspondence, calendaring, and coordinating between attorneys, clients, and internal stakeholders. Proficient in Microsoft Word, Excel, and Outlook, with strong written and verbal English communication and a track record of organized, accurate, and timely work. LL.M in Economic Law and LL.B Hons. (CGPA 3.91, fourth position). Seeking a Legal Assistant or Case Manager position where I can support attorneys and clients through every stage of the case lifecycle.

PROFESSIONAL EXPERIENCE

Legal Intern – Bank of Punjab, Legal Department

December 2024 – May 2025

- Selected for the competitive Chief Minister Internship Program and placed at the Bank of Punjab's Head Office, Legal Department.
- Maintained and organized case files and supporting documentation, ensuring information was accurate, up to date, and readily accessible to senior counsel.
- Drafted, reviewed, and proofread legal documents and correspondence — including contracts, agreements, notices, and emails — and tracked revisions through to execution.
- Conducted detailed legal research on banking regulations and case-specific issues, summarizing findings to support case strategy and compliance reviews.
- Coordinated with attorneys and internal stakeholders via email and phone to track case progress, manage calendars, and keep deadlines and milestones on schedule.

EDUCATION

LL.M (Economic Law)

Punjab University Law College, Lahore | 2024–2026

LL.B Hons.

Punjab University Law College, Lahore | 2018–2023

Graduated with a CGPA of 3.91 (4th position) and received a merit-based scholarship.

F.Sc Pre-Medical

Pakistan Atomic Energy Commission Inter-Science College (PAEC), DG Khan | 2016–2018

Secured 90% marks.

Matriculation

Pakistan Atomic Energy Commission Model High School (PAEC), DG Khan | 2014–2016

Obtained 95% marks.

KEY SKILLS

- Case File Management & Organization

- Calendaring & Deadline Tracking
- Client Management & Communication
- Drafting Correspondence, Demand Letters & Legal Documents
- Email Correspondence & Phone Communication
- Microsoft Word, Excel & Outlook
- Legal Research & Document Review
- Confidentiality & Handling of Sensitive Information

AWARDS AND ACHIEVEMENTS

- Winner – Intra Law College Moot Court Competition, Punjab University Law College (2022)
- Winner – Moot Court Competition, University of Lahore Olympiad 2.0 (2022)
- Special Mention – FORMUN (Model United Nations), Forman Christian College University (2020)
- Winner – English Speech Competition, Divisional Public School and College (2014)

LEADERSHIP AND VOLUNTEER WORK

- Organized Pakistan's First Tax Law Moot in collaboration with Punjab Tax Bar Association (PTBA).
- Member – Punjab University Debating Society, contributing to national-level debates and discussions.
- Active Member – SOCH Foundation, focusing on educating underprivileged communities.

LANGUAGES

- English (Fluent)
- Urdu (Fluent)