

TANEEES FATIMA

LLM (CORPORATE LAW), ACCREDITED MEDIATOR AND LAWYER
+92 344 521 1173 | tanees_fatima@hotmail.com | Islamabad, Pakistan

PROFESSIONAL SUMMARY

Certified Accredited Mediator and Lawyer with sincere professional attitude. Focused on grooming knowledge and professional skills in a career path. Strong Inter-personal communication skills gathered during key professional assignments at law firms and at Senate of Pakistan. Refined customer-oriented communication skills and experience working collaboratively with corporate customers. Strong grip on legal research, corporate law, compliance and ADR.

WORK EXPERIENCE

Paralegal Officer | RZZ-Solicitors & Legal Services | Manchester, UK **Jan 2025 – Present**

- Assisted in trial preparation, organizing evidence and exhibits for immigration and corporate cases
- Managed timely drafting and reviewing of contracts, pleadings and legal memoranda with accuracy.

Legal Officer-Mediator | SAAROSH ADR Center | Islamabad, Pakistan **Nov 2023 – Dec2024**

- Led accreditation process with the Ministry of Law and Justice, ensuring full compliance by preparing, organizing, and submitting all required documentation, resulting in the Center's official recognition as an accredited ADR institution
- Successfully contributed to seven arbitration proceedings that resulted in multiple arbitral awards being declared Rule of Court
- Managed mediation cases end to end ensuring smooth coordination between parties and adherence to institutional procedures

Research Associate | Jamal & Jamal Advocates | Islamabad, Pak **Mar 2023 – Sep2023**

- Legal research: Research on corporate legal cases
- Contributed to large scale research project specially allocated by Pakistan Institute of Development Economics (PIDE).

Advocate High Court | Legal Nexus | Islamabad, Pakistan **Mar 2019 – Dec 2022**

- Legal Expert: Provided legal advice to clients, performing research in respect of case laws

Legal Counsel | Softsys (Pvt) Limited | Islamabad, Pakistan **Mar 2018 – Mar 2019**

- Legal & Compliance advisory: Legal advice on government and private contracts, communication with SECP and consultation on agreements

Internship | PM Internship Program. Senate of Pakistan | Islamabad, Pakistan **Mar 2017 – Mar 2018**

- Senate Committee Support Services: Attended committee meetings on legislation and note down key takeaways including minutes
- Firsthand experience with legislative work: Understanding the working of highest legislative body of country and how legislative work is performed

Internship | HKN Law Firm | Islamabad, Pakistan **Jan 2017 – Feb 2017**

- Understanding Statutory Provisions: Learned to interpret statutory provisions and contractual stipulations

EDUCATION

LLM | Corporate Law | International Islamic University, Islamabad | CGPA 3.95/4.0
LLB | Shariah & Law | International Islamic University, Islamabad | CGPA 3.99/4.0

2019
2016

RESEARCH PUBLICATIONS

- Pirzada, Ahsan Jamal, **Tanees Fatima**, and Muhammad Adil. "Investigating the Procedural, Institutional, and Circumstantial Impediments Leading to the Delay in Dispensation of Justice." *RASTA: Local Research, Local Solutions: Law and Judiciary, Volume XII*, Pakistan Institute of Development Economics, 2025
- Tanees Fatima and Sanaullah Aman. "Can ADR Provide Restorative Solution in the Age of Dissemination of Fake News & Social Media-Driven Conflicts in Pakistan?" (2025). *PAKISTAN JOURNAL OF LAW, ANALYSIS AND WISDOM*, 4(12), 57-66. <https://pjlw.com.pk/index.php/Journal/article/view/v4i12-57-66>

PROFESSIONAL AFFILIATIONS & CERTIFICATIONS

- Accredited Mediator IMI & Ministry of Law and Justice
- Member Rawalpindi Bar Association
- Member Punjab Bar Council
- IELTS Band 8.0 score
- Member Young YSIAC

TRAININGS, CONFERENCES & ACTIVITIES

- 40-Hours Accredited Mediator's Training IMI-ICADRP
- UNCITRAL International Commercial Arbitration Course
- UNCITRAL International Mediation Framework
- Digital Security and Human Rights – Amnesty International
- Freedom of Expression – Amnesty International