

KANWAL BALAL KHAN

LEGAL PROFESSIONAL

Contact

Phone

+92 321 5535389

Email

kanwalbilalkhan18@gmail.com

Address

DHA 7 ISLAMABAD

Education

- LLM, International & Maritime Laws — Bahria University, Islamabad (Jan 2023–2025) |
- Major subjects: International Trade Law, Commercial Arbitration, Investment Law, IHL, Maritime Law, Energy & Climate Change Law.
- LLB (Hons) Shariah & Law — International Islamic University, Islamabad (2008–2014)
- B.A. (General) — International Islamic University, Islamabad (2008–2014)
- F.Sc (Pre-Medical) — Hamza APS&C | Matric (Science) — Hamza APS&C

About Me

Legal researcher and Batch Topper (GPA 4.0) in the LLM International & Maritime Laws program at Bahria University. Class Representative for the LLM batch with practical experience in timetabling, announcements, attendance, and liaison work. Skilled in case-law and doctrinal research, drafting, and citation across public international law, commercial arbitration, and maritime law. Trained in Research Ethics (COPE guidelines), with experience in legal content writing and teaching at university and college level.

Experience

- **Lecturer in Law (Permanent Faculty & Class In-Charge – Years 2 & 3)**
- National Law College, Rawalpindi | Nov 2025 – Present
- Teaching Constitutional Law of UK and US, Law of Torts, Environmental Law, and Legal Drafting to LL.B students.
- Organise and manage academic activities for assigned classes; monitor student attendance, discipline, and participation.
- Prepare syllabi and semester plans; deliver lectures aligned with academic standards.
- Facilitate communication on schedules, assignments, and examinations; coordinate with faculty for smooth delivery of the curriculum.
- Provide academic advising and mentorship; address student queries and concerns, and support class-related events and co-curricular activities.

Expertise

- Timetabling & rooming; weekly run-sheets; reminders and notices
- Attendance tracking; roster maintenance; student records
- Assessment logistics: MCQ banks, assignment schedules, invigilation coordination
- Course materials: slides, briefs, marking templates; version control and filing
- Liaison: faculty–student communications; minutes; issue tracking and follow-ups
- LMS & tools: MS Office, Google Workspace, Zoom/Meet; basic LMS administration
- Compliance: research ethics (COPE), academic integrity and citation standards

Tools

·MS Office, Google Workspace, Zoom/Meet; basic LMS administration; document formatting and proofreading.

Experience

- **Freelance Legal Researcher & Legal Advisor**
 - Remote | 2022 – Present (over 3 years)
 - Conduct legal research on international, civil, and family law matters for lawyers and organisations.
 - Draft research memoranda, case notes, and assist with pleadings and written submissions.
 - Provide legal advisory support in civil and family cases, including document review, issue-spotting, and case-strategy input.
- **Class Representative — LLM Batch**
 - Bahria University
 - Prepared class schedules, shared notices, and coordinated room/time changes.
 - Recorded attendance and maintained contact lists; followed up on absences.
 - Collected student feedback and raised items with faculty; circulated minutes of meetings.
 - Online Instructor (Islamic Studies)
 - Remote | 2020 – Present
 - Designed lesson plans and teaching materials for online classes.
 - Managed time-zone schedules and parent/guardian updates.
- **Legal Content Writer**
 - Freelance | 1 year
 - Drafted and edited articles, case briefs, and training notes; handled formatting and citations.
- **Summer Course Facilitator**
 - Islamabad | ad hoc
 - Planned short youth courses; managed enrolment lists, schedules, and parent communication.
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Languages

·Urdu and English (proficient); Arabic (basic).

CERTIFICATIONS



- One-Month Certification in Research Ethics (COPE Ethical Research Guidelines). (Sep-2025)
- ICRC–NIMA training workshop on International Maritime & Humanitarian Laws (May 2024)
- The Human Rights Policy — Brunel University London (Aug 2023)
- Islamic Commercial Law — Shifa Tameer-e-Millat University (Virtual) (Jul 2023)
- Family Law — Shifa Tameer-e-Millat University (Virtual) (Jun 2023)
- A prosecutor’s guide to digital evidence & trial advocacy — U.S. State Department (May 2023)
- Parents’ & Teachers’ Certificate Course
- Educational Resource Development Centre (ERDC) — Jul 2024 to Jan 2025 (6-month online training, 150+ hours of live sessions plus supplementary readings, assignments, and mentoring)

References

Referees available on request.