

MUHAMMAD SHAHZAD

Advocate | Corporate Law Professional | Legal Researcher
H# 31 Pool Type Officer Colony, Jauharabad, District Khushab

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PROFESSIONAL SUMMARY

Results-oriented legal professional with over 10 years of combined experience in advocacy, corporate law, and regulatory compliance. Proven track record as a practicing Advocate at Lahore High Court and District Bar, Panel Advocate for national regulatory bodies (NHA & PEMRA), and Assistant Manager Corporate at PHIMC. Holds an LL.B from University of Punjab and an MA Philosophy — combining deep legal knowledge with strong research and corporate governance skills. Seeking a senior legal or corporate role in Lahore or Islamabad.

PROFESSIONAL EXPERIENCE

Assistant Manager Corporate — PHIMC, Lahore | 2022 – Present

- Assisted Company Secretary in managing all statutory functions and corporate governance obligations.
- Handled matters with the Registrar of Joint Stock Companies and ensured timely submission of statutory returns.
- Coordinated Board of Directors meetings, including preparation and distribution of notices, agendas, working papers, and minutes.
- Maintained comprehensive records for the Office of Company Secretary.
- Acted as liaison between management and Board members of PHIMC.

Panel Advocate — NHA & PEMRA, Islamabad | 2022

- Represented national regulatory authorities (National Highway Authority & PEMRA) in legal proceedings.
- Drafted legal documents including written statements, counter affidavits, rejoinders, and legal opinions.
- Filed timely appeals before higher forums and obtained certified copies of court orders and judgments.
- Provided legal opinions on regulatory matters and kept clients abreast of applicable laws and regulations.

Internee — OGRA & Ministry of Law & Justice, Islamabad | 2022

- Assisted in handling legal cases filed by government departments and attended court hearings.
- Prepared para-wise comments, written statements, and affidavits on behalf of departments.

Advocate — District Bar Association Khushab & Lahore High Court Bar Association | 2015 – 2021

- Maintained an active litigation practice across civil, criminal, and administrative matters.
- Developed expertise in legal drafting, court procedures, and client representation at District and High Court levels.
- Built a reputation for diligent case preparation and professional conduct over 6+ years of practice.

EDUCATION

MA Philosophy	2018 – 2021	University of the Punjab, Lahore
MA Political Science	2014 – 2015	University of Sargodha
LL.B	2011 – 2014	University of the Punjab, Lahore
B.A (Graduation)	2009 – 2011	University of Sargodha
FSC	2006 – 2009	BISE Sargodha
Matriculation	2004 – 2006	BISE Sargodha

CORE SKILLS & COMPETENCIES

- Legal Drafting & Documentation
- Corporate Governance & Compliance
- Court Advocacy & Litigation
- Legal Research & Analysis
- Regulatory Affairs (SECP, OGRA, PEMRA)
- Communication & Leadership

PROFESSIONAL MEMBERSHIPS

- District Bar Association, Khushab — Life Member
- Lahore High Court Bar Association, Lahore — Life Member
- Public Library, Jauharabad — Life Member

PROFESSIONAL ATTRIBUTES

Preferred Location: Lahore / Islamabad **Willing to Travel:** Yes **Willing to Work Overtime:** Yes

REFERENCES

Available upon request.