

Malik Fahim Khan

Nationality:

Pakistani

DOB:

20/02/1984

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Qualifications

LLB

University of Peshawar/Pakistan 2017 percentage marks @52

MSc:

Physics University of Peshawar/Pakistan 2010 percentage marks @59

BSc:

Maths: Physics: Electronics: University of Peshawar/Pakistan 2006 percentage marks @ 50

HSSC:

Peshawar Board of Education/Pakistan 2003 percentage marks @65

SSC

Peshawar Board of education/Pakistan:2001 percentage marks @ 57

- **EXPERIENCE**

Sectors of law

Criminal law :

Handling matters related to intentional ,non-intentional murders, manslaughter, simple assault ,battery theft and burglary .

Civil law:

Pleading and conveyancing

Tackling issues pertaining land related disputes such as inheritance, trusts gifts, mortgages, leases and wills.

Administrative law:

Matters related civil service such duties and rights of govt servants, domain, and ambit of public functionaries.

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- **EXPERIENCE**
- *Legal Assistant in chamber bar association Peshawar high court Pakistan*
- *Skills as legal assistant:*
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- **Organisation** – *in the capacity of legal assistant I mainly focused on case management, so it's important to be organised to ensure the uninterrupted flow of your client matter. Being organised also contributes to good time management, by allowing you to complete tasks within given deadlines, which is vital in the legal sector.*
- **Communication** - *Throughout the flow of a client matter, we are responsible for scheduling meetings, arranging logistics and preparing bundles. Therefore, both drafting and oral communication skills are important to coordinate with a range of individuals like the internal team, the other side, counsel, and the clerks. It is also important to recognise and respond to different working styles in individuals and adopt the appropriate form of communication required.*
- **The ability to work under pressure and in lean times** - *considering that any role in the legal sector can be stressful, it is paramount for a legal assistant to be able to cope well under pressure. A key skill for us is to take charge of the case management and organisation of the team during the trial period, to minimise the pressure the rest of the team are placed under. Such a skill ensures that the trial runs smoothly, and also puts the team at ease to work with a paralegal who is calm and collected.*

CIVIL OFFICER INFRASTRUCTURE IN GOV OF PAKISTAN FOR 2 YEARS

Job description:

looking after the work of construction of building and roads including the financial implications and environmental impact and impact on locality.

Work in coordination with public health Engg deptt and provincial governor

SKILLS : *driving , electric installations and MS office*

driving , electric installations and MS office

HOBBIES

books reading, movies and surfing internet for information always exploring something new.

Completed post graduate diploma in law (result awaited) at UNIVERSITY OF
LAW **Birmingham**