



# Imran Khan

Lawyer

## Contact

### Address

Mardan, 23200 Pakistan

### Phone

+923139383905

### E-mail

imrankhanhoti50@gmail.com

## Skills

Case interpretation

Accounting knowledge

Inventory purchasing

File Maintenance

Office Administration

Residential mortgage  
lending regulations

Family law

Legal Research

Analytical Reasoning

Legal Analysis

Effective law professional with proven track record of successfully representing clients in court, developing legal strategies and drafting and negotiating contracts. Well-versed in principles of family law, civil litigation and criminal law. Works independently and collaboratively as part of team.

## Education

2024-02 - Current	<b>Master of Business Administration (In Progress)</b> <i>BRAINS Institute Peshawar - Peshawar, Khyber Pakhtunkhwa, Pakistan</i>
2018-10	<b>Bachelor of Laws: Law</b> <i>Abdul Wali Khan University - Mardan, Khyber Pakhtunkhwa, Pakistan</i>
2017-08	<b>Bachelor of Arts: General</b> <i>Allama Iqbal Open University - Islamabad, Pakistan</i>
2013-06	<b>Higher Secondary School Certificate (HSSC)</b> <i>Ansi Degree College - Mardan, Khyber Pakhtunkhwa, Pakistan</i>
2011-04	<b>Secondary School Certificate (SSC)</b> <i>Peshawar Model School - Mardan, Khyber Pakhtunkhwa, Pakistan</i>

## Work History

2021-12 - Current	<b>Assistant Administrator</b> <i>BRAINS Institute Peshawar, Peshawar, Khyber Pakhtunkhwa, Pakistan</i> <ul style="list-style-type: none"><li>Conducted thorough research to identify potential cost-saving measures, leading to more efficient use of company resources.</li><li>Optimized office workflow by creating user-friendly document templates for consistent formatting across various types of communications materials.</li><li>Prepared comprehensive reports on various aspects of the organization's operations.</li></ul>
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Technological proficiency  
Microsoft Office  
Creative and Critical  
Thinking  
Knowledge of Federal and  
State Laws

Languages

Pushto: Native language  
English C1  
Advanced  
Urdu C2  
Proficient

2018-10 -  
2021-02

- informing strategic decision-making processes at the executive level.
- Implemented inventory control procedures that reduced waste levels while maintaining essential supplies for ongoing operational needs.

Lawyer

Self-employed, Mardan, Khyber Pakhtunkhwa, Pakistan

- Increased firm revenue by effectively marketing legal services to prospective clients and expanding the scope of practice areas in response to client demand.
- Streamlined case management processes, ensuring efficient organization and prioritization of caseloads.
- Developed comprehensive litigation strategies for successful trial representation, securing positive results in numerous high-profile cases.
- Authored persuasive briefs that led to favorable rulings from judges and contributed to a winning record in court proceedings.
- Improved client satisfaction with timely communication and thorough explanations of complex legal concepts.

References

- Prof.Dr.Khair uz zaman  
khairuzzaman942@gmail.com
- Prof.Engr.Dr.Muhammad Zeeshan Ahad  
muhammad81@gmail.com