

lmran Khan

Lawyer

Contact

Address

Mardan, 23200 Pakistan

Phone

+923139383905

E-mail

imrankhanhoti50@gmail.co

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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 Master of Business Administration (In

Progress)

BRAINS Institute Peshawar - Peshawar, Khyber

Pakhtunkhwa, Pakistan

2018-10

Bachelor of Laws: Law

Abdul Wali Khan University - Mardan, Khyber

Pakhtunkhwa, Pakistan

2017-08

Bachelor of Arts: General

Allama Iqbal Open University - Islamabad, Pakistan

2013-06

Higher Secondary School Certificate

(HSSC)

Ansi Degree College - Mardan, Khyber

Pakhtunkhwa, Pakistan

2011-04

Secondary School Certificate (SSC)

Peshawar Model School - Mardan, Khyber

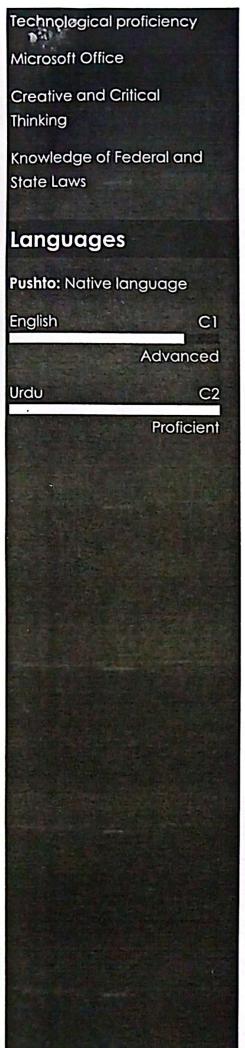
Pakhtunkhwa, Pakistan

Work History

2021-12 -Current **Assistant Administrator**

BRAINS Institute Peshawar, Peshawar, Khyber Pakhtunkhwa, Pakistan

- Conducted thorough research to identify potential cost-saving measures, leading to more efficient use of company resources.
- Optimized office workflow by creating user-friendly document templates for consistent formatting across various types of communications materials.
- Prepared comprehensive reports on various aspects of the organization"s operations,



- 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.

2018-10 -2021-02

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