****

**Saleha Ferdous Siddique**

Address: B-35, 1st Floor, Right Side, Block#E,

Zakir Hossain Road, Mohammadpur Dhaka-1207

Mobile: (+88) 01673 093 550 (Viber, WhatsApp)

E-mail: saleha.fe@gmail.com

LinkedIn: advocate-Saleha-ferdous-siddique

**CAREER OBJECTIVE:**

To work in the Legal Department of any fast-growing local large or multinational company with immense responsibility so that my influential and situational leadership style, knowledge and extensive working experience of 6.5 years in Legal issues handling, law, rule & regulations, policy implementation and Strategic Business Planning can be solely utilized for the organizational development.

**Professional Certificates: -**

* Enrolled as an **Advocate** of Bangladesh Bar Council.

**Enrollment date: 02.04.2012**

* **Member of Dhaka Taxes Bar Association. Enrollment date: 05.04.2013.**

**And** also filed a solicitation paper for license of **Supreme Court.**

**WORKING EXPERIENCE:**

* **Working as a Business Partner-Legal and Compliance in Peakward Enterprises (Holdings) Ltd, Hong kong.(Jan.,19 to till now)**
* **Joined as an Assistant Manager Legal and Compliance in Peakward Enterprises (Holdings) Ltd, Hong kong.(August 18 to Dec. 18)**

**Duties/Responsibilities:**

**Duration:** From August’18 to till now

**Job Responsibility:**

* Provide advice on different legal issues and assist in drafting legal opinions, memoranda and other briefing documents.
* Handled Litigation Management and compliance issues.
* Dealing with Land related cases and vetting all land papers.
* Expertly handle d all type of Company cases and also admiralty cases .Review company’s various documents regarding B2B,shipping, trading etc. for ascertaining risk and disputes.
* Handling and Monitoring all suits/cases pending on the Judge Court, High Court and Tribunals .
* Actively involved in preparing and drafting of different acts and legal submissions and draft the authoritative legal opinions as well.
* Draw up formalities regarding the settlement of disputes and monitor the implementation as per the Legal rules.
* Review all the pending, existing disputed files and thread and take appropriate legal action. Advocacy/Lobby in High Court and Judge court for ongoing Cases.
* Review and draft contracts, agreements and internal policies as like Lease, Mortgage papers, and Rental agreements, also different type of business agreements and any other documentation to ensure favorable position for us.
* Vetting documents relating to land purchase, to be involved in registry office relating to the registration of various types of deeds and documents, mutation, miss case and land related other necessary issues.
* Preparing & Drafting Legal Notice, deed of agreement, Power of Attorney, Service Agreement and other legal documents as required by the organization. Filing legal suites and follow up cases from management.
* Liaison with corporate lawyers and others Governmental bodies.
* Fact findings of the case related information, referral linkage and documentation of the special cases.
* Study existing internal control system, suggest improvement and ensure compliance.
* Assist in the identification, analysis, and resolution of compliance issues.
* **Worked as a Practicing Lawyer at Rana & Associates**

**Duties/Responsibilities:**

**Duration:** From June’16 to August 18

**Job Responsibility:**

* Drafting various kinds of Legal Notice, Plaints, Letter of Authority, Petition, Applications.
* Preparing and maintaining files for all kinds of cases, letters, correspondence and report.
* Expertly handled criminal cases of micro credit and financial institution criminal cases.
* Keeping track of all cases of the company and maintain dates and related documents, files of the cases.
* Dealing emergency cases and also maintain liaison with Thana, and others government officials.
* Dealing with Land related cases and vetting all land papers.
* Preparing draft contracts, agreements and internal policies as like Lease, Mortgage papers, and Rental agreements ,also different type of business agreements & any other documentation
* Monitoring progress of outstanding litigation and, Formulate compliance check-lists to be used for the purpose of ensuring that all, information required is provided accordingly.
* Giving monthly report of cases to the Chamber Head or senior associate.
* Memorandum, various lease agreement and also review international agreement etc
* Studied complex legal cases and summarized them for concerned authorities and jury members.
* **Worked as an Assistant Manager-Legal in Fair Distribution Ltd-Samsung**

**(June 6, 2016 to August 2017)**

**Job Responsibility:**

* Providing legal advice or other necessary information regarding all the issues of the company
* Reviewing & providing legal advice or information on tender/procurement documents.
* Keeping track of all cases of the company and maintain dates and related documents, files of the cases.
* Dealing emergency cases and also maintain liaison with Thana, and others government officials.
* Keeping liaison with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken,
* Dealing with Land related cases and vetting all land papers.
* Preparing draft contracts, agreements and internal policies as like Lease, Mortgage papers, and Rental agreements ,also different type of business agreements & any other documentation where the Company has committed itself & assessing legal implications that need to be brought to the executive management’s attention.
* Prepare, review & modify contractual instruments to assist & support business activities & ensuring that they are in compliance with all statutory or legal requirement
* Monitoring progress of outstanding litigation and liaison with and manage external lawyers, Formulate compliance check-lists to be used for the purpose of ensuring that all, information required is provided accordingly.

**Achievement:**

* Taken initiative for mutation of registered land & update documents & created database of land
* sending legal notice and reply on behalf of the company and filing cases and timely follow-up
* Providing legal guidance for transaction of assets as like sell, lease, mortgage of immovable property
* Successfully dealing & maintaining liaison with CID,PBI and Thana (Mirpur, Banani ,Sobujbagh, Bhasantek, Uttara, Badda Thana)
* Successfully run 4 cases among 7 cases as an in charge of the company & take it to judgment stages
* Taken initiative for arranging monthly meeting with plaintiff & panel lawyers with higher management
* Acted as an advocate or legal adviser – Assisted clients in solving legal or criminal litigation by representing them in the court of jurisdiction
* Assisted clients by studying their case and collecting evidence beneficial to their interest, thus inclining the judgment in their favor
* Conveyancing and drafting ( i.e. Affidavit, Letter of Under taking, Agreement, MoU, Memorandum, various lease agreement and also review international agreement etc
* Studied complex legal cases and summarized them for concerned authorities and jury members.
* Worked as a **Legal and Compliance Lawyer in Brac Organization.**

**(May 2, 2012 and May 6, 2016)**

**Achievement:**

* Completed process of land related papers, deeds and documents, records, ownership, chain of ownership etc., kept the track and follow up all the court cases.
* Successfully handled one special cases fraud cases amount of 1 crore 12 lacs taka.
* Took initiative for external lawyers’ bill method & maintained the cases of BRAC enterprise.
* Prepared a various format for current cases before higher management
* Successfully make legal awareness training to the others programs and plaintiff
* Arranged different meeting with microfinance department for giving extra legal consultant
* Rationalized the number of cases according to their merit.
* Recovered hundreds of Cheque dishonor cases & maintained legal database named as CASEHUB.
* Solved legal problems of 17 areas (Mirpur, Khilgoan, Badda, Gulshan, Uttara, Kamrangichor, Bongsal) and two districts(Dhaka and Narayangonj)
* Initiated for legal & compliance investigation & review of Brac enterprises
* Review of license and permission of enterprises, and also handled compliance issue successfully.
* Resolved all land related cases to be appear, monitor and ensure that the progress is good.
* Lodging FIR/GD at Thana or Filing Complaint before Anti-Corruption Commission/Court.
* Execution of Paper Notification, Execution of Court verdict, Monitoring Panel Lawyers, Withdrawal of any Certified Copy, Amicable Settlement/ADR.
* Competency on Filing & Following-up criminal cases e.g. Theft/Misappropriation, Fraud cases, NI Act, Artha Rin, Money suits as well as other civil suits.

**TRAINING ACHIEVED:**

1. **Training on Gender discrimination Issue** on 5-8 August, 2012 held at BRAC Learning Centre, Gulshan-01, and Dhaka Conducted by Gender, Justice and Diversity Dept.
2. **Training on Vested Property Issue** on 27th August, 2012 held at BRAC Centre, Mohakhali, Dhaka conducted by Legal and Compliance Dept.
3. **Training on Land disputes:** on 9-11 October, 2012 held at BRAC Learning Centre Uttara, Dhaka Conducted by Legal and Compliance Dept.
4. **Training on Documentation of Loan and Advances**: An overview on the relating to Bank Loan, Documentation regarding Bank Loan held at **BdjobsTraining.**
5. **Training on Import and Export Precedure:** on 15/7/19 at Peakward Bangladesh Limited, Banani,Conducted by Mohammad Anamul Hoque ,Vice President and Head of Export, Brac Bank Ltd.

**ACADEMIC PROFILE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Exam Title** | **Concentration/Major** | **Institute** | **Result** | **Passing Year** | **Duration** |
| LL.M | Law | The University of Asia Pacific | CGPA:3.17 out of 4 | 2010 | 1 |
| LL.B(Hons) | Law | The University of Asia Pacific | CGPA:3.28 out of 4 | 2009 | 4 |
| H.S.C | Business Studies | Mohammadpur Preparatory College | CGPA:3.7 out of 5 | 2005 | 2years |
| S.S.C | Business Studies | Lalmatia Girls High School | CGPA:3.5 out of 5 | 2003 | - |

**COMPUTER SKILLS:**

Computing platforms: Windows Vista, Windows 7. Working knowledge in Microsoft Office (Word, Excel, PowerPoint and Access), Browsing and Internet applications.

**LINGUISTIC CAPABILITY:**

Able to communicate verbally and in writing both Bangla and English with excellent proficiency. Have a limited ability to communicate verbally in Hindi.

**OTHER SKILLS:**

* Hard working and self-motivated, team building & people management skills.
* Have good physical and mental health.
* Able to do work under stress.
* Excellent interpersonal, communication, team building & people management skills. Excellent verbal and written communication skills,
* Networking and negotiation skills,
* Gender sensitive and Values oriented
* Hard working and committed to meet targets

**PERSONAL INFORMATION**

* Name : Saleha Ferdous Siddique
* Father’s name : Md. Farooque Hasan Siddique
* Mother’s name : Mehar Afrose
* Date of birth : 3/12/1987
* Marital Status : Married
* Spouse Name : Sirajum Munir
* Nationality : Bangladeshi (by birth).
* NID Card No : 2695044874903
* Height : 5 Feet
* Blood Group : O positive

**REFERENCE:**

**Masrur Salekin**

Senior Judicial Magistrate,

Bangladesh Judicial Service

Cell Phone: 01717 576350

E-mail: salekin\_masrur@yahoo.com

**Salahuddin Ahmed**

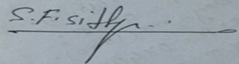
Advocate, Supreme Court of Bangladesh;

Chamber: Parjuar center, Dhaka Judge Court

Cell Phone: 0167803656

**Acknowledgement**

I, “Saleha Ferdous Siddique” hereby declare that the above-furnished information is true to the best of my knowledge and belief.



**Signature: Saleha Ferdous Siddique.**