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| Enthusiastic and eager to work with determination and attention to detail. Develop a good deal of skill to work in a team with professional skills and maintaining ethical limits. Motivated to learn and grow to an excellent standard of success and communication. Develop endurance to withstand pressure and attain various techniques of team work to meet deadlines and quality of a given job. | |
| **Work History** | **Contact**  **Address:**  House 24, Road 4, Dhanmondi Residential Area, Dhaka, 1205.  **Phone:**  +880 1911258028  **Email:** alitasmiah@gmail.com  OR  armila11@gmail.com |
| ***Bangladesh Institute of Law and International Affairs (BILIA)***  *Research Officer (Law)- May 2016- Present*   * Legal Research and Analysis * Reviewing Draft Laws and Policy Analysis * Project Management in Legal Context * Research and Draft Various Communication and Reports.   ***Hamstead Law Practice*** *(Law Firm)*  *Office Assistant (Part-time)- March 2018- April 2018*   * Filing and Maintaining Record of Cases * Handling Various Mode of Office Communications * Attending Clients at Office   ***Syed Ishtiaq Ahmed and Associates Associate*** *(Law Firm)*  *Associate (Legal)- August 2014- April 2016*   * Created highly researched and articulated legal paperwork such as legal opinions, contracts, briefs and completed document revisions, and client billing, prepared summaries for meditation. * Worked closely with litigation team to research, complete trial preparations and create document drafts for court use and vetting. * Worked with administrative assistants and fellow legal assistants on complex cases and legal processes. * Kept up-to-date on case progress by frequently reviewing records and reporting findings to clients. * Reviewed, edited and proofread legislation drafts for proper grammar, spelling, punctuation and formatting. * Examined, researched and interpreted laws related to relevant Industry and regulations and delivered analysis to senior associates and clients. * Supported retainer companies with achieving and maintaining legal compliance in all matters. * Adhered to privacy laws to avert possible information breaches and protect client data. * Developed positive working relationship with colleagues, clients, law enforcement members and attorneys.   ***Akhtar Imam and Associates*** *(Law Firm)*  *Intern (Legal)- January 2014- July 2014*   * Organized legal filing system to maximize efficiency. * Drafted correspondence and important legal documents and disseminated materials to appropriate parties. * Conducted research for upcoming cases for firm's partners. * Coordinated trial exhibits by organizing materials, writing documentation * Attended depositions and court proceedings and prepared summaries on cases. * Assisted with client interviews and took meticulous notes for inclusion in legal documents. * Supervised appointment scheduling for firm’s solicitors and made adjustments where necessary.   **Education**   |  |  |  | | --- | --- | --- | | 2017-2018  2012-2013 | The University of Law, Birmingham, United Kingdom  Legal Practice Course (LPC)  Degree Expected  Coventry University, Coventry, United Kingdom  Masters of Law (LLM- International Business Law)  Graduated: November 2013 |  | | 2010-2012  2003-2008 | Coventry University, Coventry, United Kingdom  Bachelor of Law (LLB- Senior Status)  Graduated: November 2012  North South University, Dhaka, Bangladesh  B.Sc. in Economics  Graduated: November 2008 |   **Other Experience(s)**  **Article 19, Bangladesh** (2019): Consultant engaged in Research, write, develop and edit communication and advocacy briefs, event reports.  **ACNielsen Bangladesh** **Limited** (2008, part-time and 2009, full-time): Initially translation, transcription of market-based research work. Thereafter, work involved infographics, research summaries, research, write and develop communication and reports.  **PREM project** (2008) (Part-time): Work involved Consolidate data and editing research reports.  **Kinderland Dhaka Grammar School**, Dhaka (2001), worked as full-time teacher for primary level. (The school does not exist with the same name mentioned above.)  World Bank Business Project 2016 - Insolvency Law of Bangladesh  World Bank Business Project 2015 - Labour Market Regulation of Bangladesh  **Reference**  Reference can be provided on request. |
| **SKILLS** |
| •Legal Writing/Drafting  •Legal Opinion  •Legal Research and Analysis  •Case Management  •Client Interview  •Client Communication and Management  •Attention to Details  •Workload Prioritisation  •Time Management  •Organisational Skills  •Board Presentations  •Proficiency in Microsoft (MS) Office   * Resourceful Legal research * Excellent Researching Skills * Research Report * Report Writing |