



Curriculum vitae

Personal information:

Sarfaraz Iqbal S/o Muhammad Iqbal Cheema.

House No. 570 St No. 5 Madni Mohala, Chak Jlal Din, Dhoke Syedan, Rawalpindi.

+92-312-5070813

owaisrlc@yahoo.com

Domicile: Rawalpindi (Punjab)

Marital status: Married

OBJECTIVE:

- Seeking a managing position in an organization where I can apply my knowledge and my professional experience gained in the field of Administration & Industrial Relations.

EDUCATION:

- B.A, LLB, LAW 2011

The University Of Punjab, Lahore.

PROFESSIONAL LICENSES:

- Punjab Bar Council, **Licensed as an Advocate of High court.**

PROFESSIONAL ORGANIZATIONS:

- **Rawalpindi Bar Association**
- **Islamabad Bar Association**
- **Maple Leaf Cement Factory (Admin Officer)**
- **Bestway Cement Limited**

PROFESSIONAL MEMBERSHIP/ ACCOMPLISHMENTS:

- Lahore High Court Rawalpindi Bench, Rawalpindi, **as a Voter member**
- Rawalpindi District Bar Association, **as a Voter member**

**PROFESSIONAL
EXPERIENCE:**

- Advocate/Corporate Consultant
- High Courts, Lahore, Islamabad.
- Labour law

**Achievements &
Responsibilities:**

- I complete my apprenticeship of 6 months with Mr. Justice Shoukat Aziz Siddique.
- Independently practicing as an Advocate at District Courts/High Court Islamabad, Rawalpindi since march 2012.
- Dealing with registration of Companies, Non Profit Organizations, Firms and different kind of Trusts and societies etc,
- Work involve extensive legal research for preparing court proceedings/litigation matters,.
- Drafting Plaints, Written Statements, Applications, other legal documents and reviewing thereof.,
- Work with Maple Leaf Cement Factory as an Assistant Manager (Industrial Relations).

**Achievements &
Responsibilities:**

- Assisted Manager Legal and Corporate Affair in core legal, corporate and ancillary issues
Drafted and vetted all types of contracts for all departments especially HR/Admin, Sales
Marketing, Customer Services, Technical, Finance, etc
- Make assistance in various Intellectual Property matters of the Company involving
Trademarks, copyrights, and patents etc,
- Deal with Regularity Affairs
- Liaisons with the Local Government, Ministry of Industries and production, Department of Explosives, Ministry of Interior and appearance before the Labour Court and High Court on behalf of Company.

Computer SKILLS:

- MS Office Package, MS Excel
- Adobe Photoshop, Adobe Acrobat
- Proficient in use of Internet

LANGUAGES:

English, Urdu, Arabic and Punjabi