**Syed Saquib Iqbal**

F-39/3,Abul Fazal Enclave Part-2,

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**SUMMARY OF SKILLS**

* Four years of experience in the field of law and three years of experience in immigration law.
* Drafting applications, notices, agreements, written statements, legal representation replies to petitions and other miscellaneous applications.
* Briefing counsels with respect to the facts of the case.
* Legal research regarding relevant laws and rules.
* Ability to support team work and create a pleasant working atmosphere.
* Very good knowledge of MS Excel, Word, and PowerPoint.
* Familiarity with global business environment.

**WORK EXPERIENCE**

**Immigration Paralegal, A Y & J Solicitors, (July, 2022 – Present)**

Key Responsibilities:

* Drafting legal representation for the clients to be submitted before the relevant authorities.
* Drafting and reviewing of contracts with the clients and third-parties.
* Completing due diligence and anti-money laundering checks. Completing checks online for the person on sanction lists.
* Managing documents received from the clients and managing the file on the CRM tool.
* Managing case, interacting and updating the clients, interacting with third parties and government officials.
* Submitting applications on behalf of the client and uploading the documents on the relevant portal.
* Briefing Solicitors regarding any legal issues and queries related with the application.

**Associate, Iconic Law Offices, (December, 2018 – July 2022)**

Key Responsibilities:

* Drafting and filing of Petitions, Complaints, Applications, Suits on both Civil and Criminal side.
* Drafting of replies to petitions, written statements and notices.
* Drafting and vetting of agreements related with Property law, Indian Contract Act and Negotiable Instruments Act.
* Meeting clients to assess and gather relevant information about the agreements or about the case.
* Resolving disputes through various modes such as mediation and conciliation.
* Appearing before District as well as High Court and other tribunals on behalf of the clients.
* Taking responsibility end-to-end for the resolution of the dispute.
* Doing legal research and finding the most relevant judgments connected with the facts of the case.
* Briefing senior counsels about the facts of the case and relevant issues connected with the case and providing suggestions and legal opinion.

**EDUCATIONAL QUALIFICATION**

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| --- | --- | --- | --- | --- |
| **Degree** | **College** | **University** | **Year** | **Percentage** |
| L.L.B | Faculty of Law | University of Delhi | 2015-18 | 57.26% |

## PERSONAL DETAILS

**Father’s Name:** Mr. S.M.Iqbal.

**Mother’s Name:** Mrs. Shahida Iqbal.

**Nationality:** Indian.

**Languages:** English, Hindi, Urdu

**Hobbies:** Reading books, travelling, playing cricket.

**Marital Status:** Married.