



LAWYER

MUHAMMAD NAUMAN ZAKIR

A versatile and committed professional with extensive experience spanning legal services, customer service, retail, and manufacturing sectors.

Demonstrates exceptional analytical, communication, and problem-solving skills. Currently seeking to leverage my diverse skill set in a challenging role that offers opportunities for growth and development. Keen on contributing to and thriving in a dynamic team environment.

CONTACT



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18 Russell Road, Leyton, London,

E10 7ES, United Kingdom

17 March 2000

SKILLS

Legal Proficiency:

- Expertise in corporate law, providing strategic legal counsel
- Proficient in legal research and case preparation
- Skilled in drafting legal documents and contracts

Digital Skills:

- Advanced knowledge of Microsoft Office Suite (Word, Excel, PowerPoint)
- Competent in social media management and digital marketing
- Basic graphic design and video editing capabilities
- Familiarity with WordPress for website management

Communication:

- Excellent verbal and written communication skills in English, Urdu, and Pashto

EXPERIENCE

PRODUCTION ASSISTANT

Clothing Factory, Pakistan

2018 - 19

- Assisted in various stages of the clothing manufacturing process, from material selection to final quality control.
- Collaborated with the design and production teams to streamline operations and enhance efficiency.
- Ensured compliance with health and safety standards within the production facility.

SALES ASSISTANT

Bata Shoes Shop, Pakistan

2019- 2020

- Offered personalized assistance to customers, helping them find products that matched their needs.
- Conducted inventory checks and managed stock levels to ensure product availability.

CUSTOMER SERVICE REPRESENTATIVE

KFC, Pakistan

2021- 2022

- Provided exemplary customer service, ensuring a positive dining experience for all patrons.
- Managed orders efficiently, addressing customer queries and feedback promptly.

PARALEGAL

Qazi Law Firm, Mardan

2022- 2024

- Supported case preparation and legal research, enhancing the firm's ability to serve its clients effectively.

- Capable of effective client and team communication
- Experienced in negotiation and client advocacy

Customer Service:

- Proven track record of delivering high-quality customer service
- Ability to manage customer inquiries and resolve issues promptly
- Experience in fast-paced retail and food service environments

Teamwork and Leadership:

- Demonstrated ability to work effectively in team settings
- Leadership experience in managing retail store operations
- Collaborative approach to problem-solving and project management

Additional Competencies:

- Knowledge of inventory management and stock control
- Understanding of health and safety standards in manufacturing and retail
- Ability to adapt to new challenges and learn quickly in diverse work environments

A W A R D

- Completed numerous DigiSkills Training Programs, enhancing skills in SEO, Digital Marketing, E-Commerce Management, and more.

CORPORATE LAW ASSISTANT

Syed Law Firm, Mardan

2023- 2024

- Assisted in drafting legal documents and correspondence, contributing to the firm's reputation for professionalism and diligence.

E D U C A T I O N

2024-Present

BPP UNIVERSITY

LLM in International Business and Commercial Law (In Progress)

2018-2023

LAW COLLEGE, UNIVERSITY OF PESHAWAR, PAKISTAN

LLB

H O N O U R S & A W A R D S

- DigiSkills Training Program in SEO, Ministry of Information Technology and Telecom
- DigiSkills Training Program in Freelancing, Ministry of Information Technology and Telecom
- DigiSkills Training Program in Digital Marketing, Ministry of Information Technology and Telecom
- DigiSkills Training Program in E-Commerce Management, Ministry of Information Technology and Telecom
- DigiSkills Training Program in Graphic Design, Ministry of Information Technology and Telecom
- DigiSkills Training Program in Creative Writing, Ministry of Information Technology and Telecom
- DigiSkills Training Program in QuickBooks, Ministry of Information Technology and Telecom
- DigiSkills Training Program in Communication and Soft Skills, Ministry of Information Technology and Telecom
- DigiSkills Training Program in Video Editing, Animation, and Vlogging, Ministry of Information Technology and Telecom
- DigiSkills Training Program in Virtual Assistant, Ministry of Information Technology and Telecom
- DigiSkills Training Program in WordPress, Ministry of Information Technology and Telecom

L A N G U A G E S K I L L S

- Pashto (Native)
- English (Fluent)
- Urdu (Fluent)
- Arabic (Intermediate)