

Muhammad Saad

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About ME:

Dedicated and reliable professional with strong time management skills and a proven ability to adapt to challenging situations. Enthusiastic and self-motivated, with a track record of working effectively both independently and as part of a team. Seeking to leverage my flexibility, responsibility, and hard-working nature to contribute positively to your organization.

WORK EXPERIENCE

➤ Haier Pakistan PVT LTD

Associate Legal Compliance

From: 26 July 2021 – Present

- Record and proofread legal documents.
- Review and vet daily legal agreements, including MOUs, NDAs, Service, Supply, and commercial agreements.
- Monitor and ensure compliance with local and federal regulations.
- Collaborate with HR regarding labor laws as needed.
- Collect and maintain data on HR litigation cases in the HQ litigation docket.
- Maintain files of HR litigation cases and manage record keeping accordingly.
- Coordinate with external counsel and provide updates on ongoing litigation.
- Handle all physical and digital archiving of documents, records, and reports.
- Coordinate and follow up with government departments.
- Manage record keeping for all contract-related correspondence and documentation.
- Perform other relevant in-house legal counsel work.

➤ District and Session Court

Associate Lawyer

From: 01 January 2016 - 30 June 2021

- Handled court cases by managing the legal process from filing to resolution, including preparation and evidence, independently or with senior guidance.
- Maintained file-keeping, data entry, analysis, and reporting, along with other administrative tasks.
- Provided information to clients on their rights and protections.
- Maintained confidentiality of written and verbal records and information.
- Performed other responsibilities as assigned.

➤ Nemcon Systems & Computer

Trainee Officer

From: 04 March 2013 - 31 August 2015

- Maintained HR records and filing systems (recruitment, attendance, etc.).
- Typed correspondence, reports, and other documents on the computer.
- Provided academic guidance to incoming students.
- Managed incoming and outgoing mail and general emails.
- Handled all documentation tasks.

EDUCATION

- **Bachelor of Laws (LL. B)**
Toppers Law College, University of the Punjab, Lahore
2016
- **Master of Business Administration (MBA HRM)**
Lahore Business School, The University of Lahore
2012
- **Bachelor of Commerce (B. Com)**
Punjab College of Commerce, University of the Punjab, Lahore
2009
- **Intermediate**
Board of Intermediate and Secondary Education (BISE), Lahore
2007
- **Matriculation**
Board of Intermediate and Secondary Education (BISE), Lahore
2004

DIPLOMA

- Diploma in Human Resource Management (HRM)
Pakistan Institute of Management (PIM) October 13, 2015 – February 23, 2016

COMPETENCES

- | | | |
|-----------------------|---------------------|-------------------------|
| • Contract Management | Litigation Strategy | Case Management |
| • Legal Compliance | Legal Research | Ethical Decision-Making |

LANGUAGES

- **English:** Intermediate
- **Urdu:** Fluent
- **Punjabi:** Intermediate