**Muhammad Saad**

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**ADDRESS :** 132 A Nespak Society Phase 2Canal Road Lahore.



**About ME:**

I am flexible, reliable and possess excellent time keeping skills. I am an enthusiastic, self-motivated, reliable, responsible and hard-working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative.

**WORK EXPERIENCE**

**From: 26 July 2021- Present**

**Haier Pakistan PVT LTD**

I am working as an **Associate Legal Compliance** in **Haier Pakistán PVT LTD.**

* Recording and proofread legal documents.
* Reviewing and vetting day-to-day legal agreements such MOU’s, NDAs (bilateral and unilateral), Service Agreements, Supply Agreements, and commercial agreements.
* Draft and revise company policies and procedures related to Compliance.
* Monitoring and ensuring compliance with local and federal regulations.
* Collaborating with HR regarding labor laws as needed.
* Handle all physical and digital archiving of documents, records and reports.
* Coordination with external counsel, updating on ongoing litigation.
* Coordination and following up with government departments.
* Manage record keeping for all contract-related correspondence and documentation.
* Handle other relevant in-house legal counsel work.

**From: 01 Jan 2016 - 30 June 2021**

**District and Session Court**

I had worked as an **Associate Lawyer** in **District and Session Court.**

* Maintain file-keeping, data entry, analysis, and reporting along with other administrative tasks.
* Provide information to clients on the rights and protections.
* Create, maintain and update resources to ensure program and client success.
* Maintain confidentiality of written and verbal records and information other responsibilities as assigned.

**From: 04th March 2013 - 31th August 2015**

**Nemcon Systems & Computer**

I worked as a **Trainee Officer** for three years in Management Department of **Nemcon Systems & Computer Institute** Lahore.

* Maintain HR records and filing system. (Recruitment, Attendance etc.)
* Type correspondence, reports, etc. on the computer.
* Providing academic guidance to incoming student.
* Dealing with incoming & outgoing mails and general Emails.
* Handling all concerning documentations.

**EDUCATION**

|  |  |  |
| --- | --- | --- |
| **Degree Name** | **Year of Passing** | **University/Board** |
| Bachelors of Law  **(LL. B)** | 2016 | Toppers law college  (University of Punjab) |
| Master in Business Management **(M.BA HRM)** | 2012 | Lahore Business School,  (The University of Lahore) |
| Bachelors of commerce  **(B.COM)** | 2009 | Punjab College of Commerce,  (University of Punjab) |
| **Intermediate** | 2007 | BISE LAHORE |
| **Matriculation** | 2004 | BISE LAHORE |

**DIPLOMA**

|  |  |  |
| --- | --- | --- |
| Diploma in  **(Human Resource Management) (HRM)** | 13-Oct-2015 to 23-Feb-2016 | (Pakistan Institute of Management)  (PIM) |

**COMPETENCES**

* Outlook
* Excel
* Power Point
* Work Team
* Word

**LANGUAGES**

English

Punjabi

Urdu