MARIYAM MAHMOOD

Boulevard du Triomphe 151, 1050 Ixelles, Belgium | 0465326633 | maryum776@gmail.com

OBJECTIVE

Motivated and detail-oriented paralegal seeking to support legal teams through strong research, drafting, and organizational skills while contributing to efficient case management and professional excellence. Ensuring accuracy and meeting strict deadlines in a fast-paced legal environment.

SKILLS AND ABILITIES

Legal Research – Legal Drafting – Case Management – Contract Review – Document Preparation – Compliance – Attention to Detail – Time Management – Deadline Management – Confidentiality – Organization Skills – Critical Thinking – Problem Solving – AI Tools – Microsoft Word – Litigation Support

EXPERIENCE

NK Office - Pakistan **2024-2025**

Drafted and reviewed legal documents, conducted legal research, and managed confidential case files for court proceedings.

Malak's Chamber - Pakistan **2022-2023**

Assisted in client meetings, prepared pleadings and motions, and maintained case management and document tracking system.

EDUCATION

Université Libre de Bruxelles, Belgium **2025-2026**

Advanced Masters in Corporate Law

University of Peshawar, Pakistan **2018-2024**

Bachelor of Laws (LL.B.)

Pakistan International School Jeddah, Saudi Arabia **2016-2018**

Pre-Medical

LANGUAGES

Urdu – Native | **English** – Full Professional Proficiency

Arabic – Working Proficiency | **French** – A1 Level

CERTIFICATES

Engaging with Learning Technologies – Cyber well-being (2018)

Engaging with Professional Development – keeping up to date (2018)

Engaging with SEN – Multicultural Influences (2018)

Understanding Lesson Planning (2021)