SHAILA RIAZ

Legal Professional

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Iqama Status: Transferable

PERSONAL INFORMATION

Full Name	: Shaila Riaz	**CNIC No.**	: 13101-2173201-0
Father's Name	: Sardar Muhamad Riaz	**Marital Status**	: Single
Nationality	: Pakistani	**Domicile**	: Abbotabad
Religion	: Islam	**Languages**	: English, Urdu

CAREER OBJECTIVE

Efficient, resourceful and a team worker with a keen ability to establish key organizational and departmental goals pertaining towards the needs of the organization. Seeking a challenging legal role in the Kingdom of Saudi Arabia where my skills and experience can contribute effectively.

EDUCATIONAL QUALIFICATIONS

Degree / Certificate	Institution	Field of Study
Bachelors in Law (BSc Law)	Bahria University	Law
Bachelors of Arts (BA)	Hazara University	Political Science
FSc (Pre-Medical)	Modern School System	Pre-Medical
Matriculation	Modern School System	General Science

PROFESSIONAL EXPERIENCE

Legal Icons Law Firm
Legal Associate

- Case filing and administrative work
- Drafting legal paperwork and material
- Managing and forwarding client requests for legal advice
- Coordinating with senior lawyers on case strategies

Wains Law Associates
Legal Associate

- Researched and wrote depositions for cases
- Drafted pleadings and legal documents
- Worked one-on-one with clients to gather case information
- Prepared comprehensive case summaries for senior counsel

Awan Chamber
Legal Associate

- Case filing and administrative work
- Drafting legal paperwork and material
- Managing and forwarding client requests for legal advice
- Coordinating with senior lawyers on case strategies

PROFESSIONAL SKILLS

Legal Research & Drafting	Advanced	**Client Communication**	Strong
Case Filing & Management	Advanced	**Administrative Management**	Strong
Contract Drafting	Proficient	**Legal Correspondence**	Advanced
Pleadings & Depositions	Proficient	**Document Management**	Proficient
Microsoft Word	Experienced	**Microsoft Office**	Experienced
Legal Advisory Support	Strong		