



SANAULLAH

(Advocate & Company Legal Consultant)

PROFESSIONAL PROFILE

sanaullah.legalconsultant@3acsgrupo.com

LLB

Cell (+92 307 3709526)

N.I.C NO # 45202-1043377-7

ADDRESS: Office No. C-B/1, 3rd Floor, Farah Center, Block 13C, Gulshan-e-Iqbal, Karachi

OBJECTIVE

Searching suitable job in a Law Firm and Corporate sector there I utilize my efficiency and hard work for a dynamic, team-oriented, the cooperative- operative environment in an organization,

SUMMARY:

I have one year of professional experience in Litigation and legal Drafting, Income Tax returns, and Company Registration as well as Civil, Criminal, Family, and other legal operations.

CURRENTLY-WORKING:

3acsgrp Import & Export (SMC-PVT) Ltd

EXPERTISE:

Litigation, legal Drafting, Filling Income Tax returns as well as company registration, Preparing the Minutes of Meetings, Ministerial work, negotiation and other all kinds of legal work.

TRAINING COURSES:

- Certificate of Information Technology (CIT)

AWARDS & ACHIEVEMENTS:

- ✓ Awarded by HBL "Mere Watan Ka Khwab" 2009.

- ✓ Participation Certificate by District Government Khairpur “Scout Parade in the Event of Grand Function of 14th August 2009”.
- ✓ NEEM TREE “THE THREE OF SINDH CELEBRATION 2010.
- ✓ Certificate of Appreciation by The Academy of Excellence “MOST OBEDIENT STUDENT”2010.
- ✓ Certificate of Appreciation “Pre-Examination Test 2013 For Ninth and Matric”.
- ✓ Participation Certificate “4th Shaheed Benazir Bhutto Scouts Rally District Khairpur” 2014.
- ✓ BLITZ Inter College Quiz Competition 2014.
- ✓ Certificate of Appreciation “Khairpur Young Leaders’ Conference-KYC 2014”.
- ✓ 14th National & 2nd Saanso Scouts Jamboree Khairpur Mir’s, Pakistan 2014.
- ✓ 2 Days PAUN Young Leaders Scout Camp Pakistan – US AlumniNetwork2015.
- ✓ Certificate of Commendation by Al-Farooq Scout Open Group Khairpur for Flood Relief & Defense Day 2015 Best Performance.
- ✓ 15th Islamic Orientation Program for Scout Leaders 2015 at IIUI Islamabad.
- ✓ Scout Friendship Camp Karachi 2016.
- ✓ 1st Minority Youth Summit 2016.
- ✓ 10th Indus Youth Conference 2016.
- ✓ “Hi-Tech Students’ Electro Week” 2017 at Mehran University of Engineering & Technology SZAB Campus Khairpur Mir’s Sindh Pakistan.
- ✓ Attending Workshop “How to file Tax Returns”.
- ✓ Participated in Two Week preparation of Civil Judge Cum Judicial Magistrate.

EDUCATION:

- 3 years LLB Karachi University with 1st Division.
- 2 years Bachelors in Arts Shah Abdul Latif University Khairpur with 1st Division.
- H.S.C (Pre-Engineering group) from in Sukkur Board with “A” Grade.
- S.S.C (Science group) from in Sukkur Board with “A” Grade.

EXPERIENCE:

M/S Jahangir Khan Pathan & Co.	
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01-2022 to 01-2023	
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Advocate & Legal Consultant	
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- I have worked there as **ADVOCATE**
 - Appearing in the litigation of Civil Suits, Family Suits and Criminal Cases
 - Preparing the Legal Drafting of cases
 - Researching case Laws
 - Filing Income Tax Returns
 - Company Registration and all other Court Works

3ACSGRP IMPORTS AND EXPORT (SMC-PRIVATE) LTD	
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02-2022 Till to Date	
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MANAGER & COMPANY LEGAL CONSULTANT	
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- I have worked there as **MANAGER & COMPANY LEGAL CONSULTANT**
 - Drafting and vetting of Agreement.
 - Preparing for Legal Drafting documentation.
 - Attending the Cases in the Court and update the Case proceeding to the Managing Director.
 - Preparing Minutes between departments of 3ACSGRP.
 - Prepare Minutes of the Cases.
 - Prepare Gist list of the Cases.
 - Maintain Daily Dairy and Daily Sheets.
 - Various MOU document and contract documents are timely prepared.
 - Any other task which is given to me time to time.

PROFESSIONAL MEMBERSHIP:

SBC (Sindh Bar Council) Karachi

LANGUAGES:

English, Urdu, Sarakhi, Sindhi

REFERENCES:

To be furnished on request.