



## MUHAMMAD ATIF

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### ABOUT ME

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As a recent law graduate with a passion for the legal field, I actively look for employment with reputable law firms. I have a solid academic background, a desire for excellence, and the vital research and analytical abilities required for dealing with legal difficulties in the real world. I'm eager to contribute to a group that puts ethics and justice first, and I'm ready to learn, adjust, and develop within a specialized legal setting. I am a tremendous asset to any legal firm because of my commitment and passion, and I am looking forward to discussing how my experience fits with your organization's goals.

### WORK EXPERIENCE

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#### Internee

**Khattak Law Associates** [ 10/01/2022 – 18/05/2022 ]

City: Karak

Country: Pakistan

I obtained essential legal experience working at Khattak Law Associates, honing my skills in legal research, document management, client contact, and courtroom proceedings. Under the guidance of seasoned attorneys, I also got the chance to produce legal memos, papers, and correspondence while providing crucial administrative support, such as calendar management and meeting scheduling.

#### Associate Trainee

**Sajeed Khan Afridi & Tariq Afghan Associates Peshawar** [ 05/07/2022 – Current ]

City: Peshawar

Country: Pakistan

Since my final year of graduation, I have worked as a Legal Associate at a specialized law firm, where I have gained broad experience in civil, criminal, family, and corporate law matters under the supervision of Senior Advocate Sajeed Khan Afridi (Supreme Court of Pakistan) and Advocate Tariq Afghan (High Court).

### EDUCATION AND TRAINING

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#### LLB HONS

**UNIVERSITY OF PESHAWAR** [ 15/09/2018 – 10/06/2023 ]

City: Peshawar

Country: Pakistan

Website: <http://www.uop.edu.pk/>

#### Corporate & Commercial Law I: Contracts & Employment Law

**Coursera** [ 02/08/2023 – 02/09/2023 ]

City: Online

Country: United States

Website: <https://coursera.org/verify/8LJAJTACEDRJ>

## **Corporate & Commercial Law II: Business Forms, Financing & Governmental Regulation**

**Coursera** [ 05/08/2023 – 09/09/2023 ]

City: Online

Country: United States

Website: <https://coursera.org/verify/GQB282X2P88K>

## **Legal Foundations for Entrepreneurs**

**Coursera** [ 01/09/2023 – 16/09/2023 ]

City: Online

Country: United States

Website: <https://coursera.org/verify/Y4VB9HSVJAM2>

## **Microsoft office**

**A Joint Project of Peshawar Computer Institute (PCI) & Pakistan Literacy Development Centre(PLDC)** [ 04/01/2013 – 05/06/2013 ]

City: Karak

Country: Pakistan

## **LANGUAGE SKILLS**

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Mother tongue(s): **Pashto**

Other language(s):

**Urdu**

**English**

**LISTENING C2 READING C2 WRITING B2**

**LISTENING B1 READING B2 WRITING B2**

**SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1 SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2**

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## **DIGITAL SKILLS**

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Social Media / Microsoft Office / INTERNET AND SOCIAL MEDIA / Social media management (Facebook, Twitter, LinkedIn, YouTube, Instagram)

## **ORGANISATIONAL SKILLS**

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### **Justice Scouts(NGO)**

As President of District Karak for Justice Scout, a nonprofit that assists underprivileged people all over the country, I've executed numerous community aid programs, including ongoing RASHAN distributions, and led successful fundraising initiatives, showcasing my strong organizational and community engagement abilities.

### **Ehd-e-Aman Organization (Peshawar Organization)**

During my college years, I arranged multiple profitable events and seminars at Ehd-e-Aman, a non-profit dedicated to peacebuilding, showcasing my exceptional organizational abilities. I also provided legal advice and assistance for internal and external efforts.

### **Senior Executive Member**

At the Law Students Advising Organization, where I serve as a Senior Executive Member, I am committed to fostering a supportive community, empowering and mentoring the next generation of attorneys, disseminating invaluable information, and connecting like-minded people in order to reshape the future of legal education and the legal profession.

## **HOBBIES AND INTERESTS**

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### **Books Reading**

I have a strong interest in reading, and I have a special fondness for works that examine many cultures, historical periods, and provocative concepts. Reading broadens my understanding while also inspiring creativity and offering a welcome retreat into new worlds. It's a pastime that frequently broadens and inspires my viewpoint.