**Kashif Mahmood**

**Nationality:** Pakistani ***Date of birth:*** 25/02/1990

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PROFESSIONAL SUMMARY

With over 5 years of experience as a compliance officer, paralegal, legal assistant, and administrator, I am a dedicated and thorough attorney with a Master's in Finance. My expertise lies in conducting legal, compliance, and risk assessments across various sectors. I am now seeking a new challenge in a paralegal, legal assistant, or attorney role, where I can provide clients with practical and effective legal solutions. With my extensive knowledge and experience, I am confident that I can provide top-notch legal advice and support to clients, and make a valuable contribution to any organization I work with.

CORE SKILLS

* Trademark and patent law
* Copyright infringement analysis and prevention
* Licensing agreements
* Data privacy and cybersecurity law
* Litigation and dispute resolution
* Legal writing and document drafting
* Compliance program development and implementation
* Due diligence investigations
* Regulatory compliance assessments and audits
* Contract management and administration
* Mergers and acquisitions due diligence and integration
* Intellectual property portfolio management
* Trade secrets protection and enforcement
* Cross-functional collaboration and stakeholder management

WORK HISTORY

**Senior Manager Legal Affair March -2020 to Present**  **Waves Plus (Formerly Singer plus) Pakistan**

As a highly skilled legal professional, I have a proven track record of successfully resolving a diverse range of complex litigation, employment, business, governance, insurance, and privacy matters. My expertise extends from Lower Court to High Court, where I have consistently achieved favorable outcomes for my clients.

In addition to my legal prowess, I possess extensive experience in tax law and property rental management and leasing. Having expertly handled 130 plus outlets all over Pakistan, I provide invaluable advice on tax planning, compliance, and skillfully resolve tax disputes. My proficiency in drafting and reviewing rental agreements has helped to amicably resolve landlord-tenant disputes.

I take pride in my ability to build strong relationships, as evidenced by my excellent liaison with over 50 external counsel across the country. This enables me to effectively address customer and third-party complaints with utmost efficiency and professionalism. Moreover, I have led a remarkable team that ensures seamless management of document production, verification, and resolution of company backlogs, achieving an 80% reduction within the first 3 months.

A notable achievement in my career was the development of a cutting-edge agreement form for HP sales, incorporating best practices in KYC, due diligence, AML, and performance analysis reporting. My keen eye for compliance has resulted in unparalleled performance monitoring for over 130 outlets and more than 5000 clients monthly.

Furthermore, I possess exceptional debt recovery skills, recovering millions within just 6 months and resolving over 1000 overdue client cases. My expertise in legal, arbitration, and dispute resolution strategies has consistently yielded impressive results.

My commitment to excellence extends to resolving compliance and control issues, where I diligently review CDD, CIB documents, and monitor policies and procedures to ensure alignment with federal and state laws. My familiarity with the Fair Credit Reporting Act, Counterterrorism Financing, Privacy Act, and other relevant regulations empowers me to interpret and implement necessary measures for compliance.

Additionally, I handle employment-related matters for more than 500 employees, skillfully issuing charge sheets, show cause notices, and initiating legal proceedings as required.

In summary, my outstanding legal acumen, vast experience, and unwavering dedication to excellence make me a highly valuable asset in providing comprehensive legal and corporate services. I look forward to leveraging my skills to deliver exceptional results for your esteemed organization.

**Associate Attorney April- 2019 to Feb 2020, 1-year** **HL Jurists (Law Firm)**

Experienced attorney with a practice in both High Court and lower Court. Skilled in drafting and reviewing legal documents, conducting property surveys, and resolving tax matters with FBR. Proven ability to interview clients and negotiate contractual legal clauses. Some highlights of my experience include:

* Preparing engagement letters, separation agreements, and settlement agreements
* Evaluating and minimizing tax by applying tax reduction strategies
* Reviewing client's expenses, assets, and income for tax return preparation and NTN registration
* Preparing all documents required for tax return and registration with IRIS
* Handling internal and external administrative matters, including travel plans and arranging meetings and conferences
* Conducting property surveys and research, making sale deeds, and paying property tax
* Writing will or trust drafting applications, legal documents, and statements of fact
* Auditing and reviewing legal documents and translating property documents into English
* Sound knowledge of the constitutive instruments of the Court and functions of the Court and Registry
* Interviewing clients by telephone or face-to-face to address their issues
* Drafting and negotiating contractual legal clauses on behalf of clients
* Overall, I am a dedicated and knowledgeable attorney with extensive experience in various legal matters.

**Compliance Officer Oct- 2016 to March 2019, 2-year 6-month** **R C D P (Micro Finance)**

* As a Compliance Officer, I have gained experience in managing escalated complaints and identifying high-risk cases in both Servicing and Origination.
* My responsibilities also include collaborating with Internal Audit, Legal, and Compliance Department to formulate effective responses, conducting quality and risk calibration sessions, and providing guidance and support to the team.
* I have liaised with regulators, attorneys, and customers when necessary and coordinated audit assessments and loan operations functions.
* In addition, I have played a pivotal role in policy development and writing guidelines and procedures with senior management and training departments. Overall, my experience has equipped me with the skills to effectively mitigate risks and ensure compliance.

**Finance Assistant Jan -2016 to oct-2016, 9 months HOWDY (Fast food restaurant Chain)**

As an Assistant Finance and Accounts for Howdy, where I:

* Conducted extensive research, quality checks, and daily data analysis for till reports
* Prepared Accounts till final Accounts and reviewed trend analysis for budget forecasting and branch allocation
* Provided administrative support during budget preparation and supported monthly payroll with organized record-keeping
* Consistently exceeded daily sale goals and participated in quarterly and annual audits Accomplished accounts officer with a strong track record in financial management, meticulous attention to detail, and proficiency in managing financial transactions and reports.
* Demonstrated expertise in budgeting, invoicing, and reconciling accounts to ensure accurate financial records. Proven ability to analyze financial data and provide valuable insights for decision-making.
* Adept at maintaining compliance with accounting principles and regulations while fostering efficient processes. Excellent organizational and communication skills contribute to successful collaboration with cross-functional teams and stakeholders.

ACADEMIC EDUCATION

**LLB Bachelor of Law**

2015 TO 2018 CIMS law college (University of Punjab)

**MSc Accounting & Finance**

2012 TO 2015 University of the Lahore, Lahore Pakistan

**B.com Bachelor of Commerce** (Banking and finance)

2009 TO 2012 University of the Punjab, Lahore Pakistan

**I.Com Intermediate of commerce** (Principle of Accounting)

2007 TO 2009 Board of intermediate and secondary education Lahore

**Matric Matriculation** (Secondary School Certificate)

2005 TO 2007 Board of intermediate and secondary education Lahore

INTERNATIONAL MEMBERSHIP & EXPOSURE

* Member of WORLD YOUTH ALLIANCE (New York United States)
* Member of LAW SOCIETY OF SCOTLAND (Scotland)
* Member of GLOBAL HAPPINESS ORGANIZATION (Sweden)
* Member of WORLD MERIT 360 (UK)
* Student Member of ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS (ACCA UK)
* Delegation Visit Supreme Court of UK & UK Parliament.

AFFILIATIONS & MEMBERSHIPS

* Member of **DISTRICT BAR ASSOCIATION** Nankana Sahib (Pakistan)
* Member of **INTERPROVINCIAL BAR COUNCILS RELATIONS & FOREIGN AFFAIR COMMITTEE** Nankana Sahib (Pakistan)
* Member of **INTERNATIONAL LAWYERS ASSOCIATION** (ILA) the London United Kingdom.
* Member of **HL JURISTS INTERNATIONAL** (Pakistan)
* Member of **LAHORE TAX BAR ASSOCIATION**
* Member of **LAHORE HIGH COURT BAR ASSOCIATION**

COMPUTER SKILLS

* computer training Course from (PITB) Punjab information technology board (Pakistan)
* certificate of computer hardware 2007 from Ali institute of computer sciences.
* 6-month certificate of Graphics and designing 2007 from Ali institute of computer sciences.
* Considerable practical experience in the application and usage of the following computer software.
* Google sketch up, Adobe photoshop.

CERTIFICATES

* Certificate obtained on Taxation Law workshop held at The University of South Asia, Lahore. Oct 2014
* Certificate obtained in the Role of HR as a change agent. seminar held at Superior Group of college. Oct 2014
* Arabic literature and language Govt. college university 2014.