



MIQBAL MEHABOOB S V

PROFILE

A highly motivated law graduate who is looking opportunities in reputed organization where I can utilize skills and knowledge for betterment of the organization.

CONTACT

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📍 Riyadh, Ksa

in <http://linkedin.com/in/miqbal-mehaboob-s-v-2a98a5209>

🐦 @miqbalmehaboob

PERSONAL DETAILS

Passport no: P5352040
Iqama no: 2506102975
Iqama status: Transferable
Date of Birth: 14/09/1995
Marital Status: Single

COMPUTER PROFICIENCY

Microsoft Office

EXPERIENCE

Lawyer - Ethica Legal Lawyers & Notary – Kochi, India.

March – 2020 – September–2021

Duties:

- Advising clients on commercial contracts and agreements, company law and corporate compliance.
- Educating and advising internal departments around legal requirements.
- Planning and organizing workloads in order to meet business priorities.
- Managing the commercial and intellectual property aspects due diligence.
- Settling disputes and supervising any agreements.
- Keeping client's files.
- Drafting correspondence.
- Conducting research.
- Tracking deadlines.
- Writing, investigating and analyzing legal documents.
- Gathering and managing data and document.
- Maintained calendars and confidential information.
- Created highly researched and articulate legal paperwork such as pleadings, contracts and briefs.
- Developed polished legal document, including's motions and briefs, to support litigation processes and court proceedings.
- Coordinated with clients, courts and related government agencies.

EDUCATION

Master of law [Specialized in Business and Corporate Law]

University of Calicut [faculty of law]

2019- 2020

Bachelor of Business Administration and Bachelor of Laws [Honours]

University of Calicut [Govt. Law College, Kozhikode]

2013 - 2018

Master of Business Administration [Human Resource Management]

Bharathiar University

2020 - Pursuing

LANGUAGES

English
Hindi
Malayalam
Tamil

KEY SKILLS AND COMPETENCES

- Welcome responsibilities and dedication for achieving tasks.
- Excellent communication skills.
- Excellent problem solving and solution finding skills.
- Excellent organizational skills.
- Calendar management.
- Accurate data entry.
- Knowledge of legal terminology.
- Superior work ethic.
- Good listening and leadership skills.
- Strong interpersonal and managerial skills.
- Drafting legal paperwork and material.
- Research and analysis skill.

PROJECTS

- Dissertation on a "A Critical study on commercial arbitration in India- with international scenario
- Uralungal Labor Contract Co-operative Project on Effectiveness of employees' welfare measures

ACHIEVEMENTS/ TASKS

- Responsible for providing accurate and practical advice to clients on all aspects relating to their case.
- Establishing what needs to be done to solve a client legal problem.
- Maintained and updated the list of clients and status of cases.
- Reviewing legal documents to ensure they are in proper format and contain all the necessary paperwork for court acceptance.
- Providing clients with legal advice and support on a wide range of legal issues.
- Involved in drafting precedents and document.
- Supporting clients across global sectors.

DECLARATION

I hereby declare that the above credentials mentioned are true to best of my knowledge and will abide to rules and regulations stipulated on the above particulars.