

EDUCATIONAL QUALIFICATIONS

- B.A.LL.B. (Hons.): 7.0 out of 10 (Department of Law, University of Kashmir)
- 12th Standard (JKBOSE Board): 7.8 out of 10 (GHHS, Sopore)
- 10th Standard (JKBOSE Board): 7.60 out of 10 (GHHS, Sopore)

PROFESSIONAL EXPERIENCE

❖ LAW OFFICES OF MAZHER M. SHAH KHAN [March 2022 to Present]

- I have experience working with different immigration laws in the United States.
- Drafting retainers' agreement.
- Experience working on INSZoom (CMS)
- Dealt with asylum and VAWA cases.
- Collect all the necessary information and evidence pertaining to the case.
- Prepared asylum applications with statements. (I589, G-28).
- Drafted statements, Cover letters for the applicants and victims.
- Online filing of cases with USCIS.
- Prepared U-Visa and T-Visa Cases (I-918, supp A&B, I-914, I-192)
- Prepared EAD files (I-765)
- Student Visa, Change of Status.
- Client dealing
- Researched on USA & Canadian Immigration Laws.

❖ The Jurist Council:-

[August 2021- February 2022]

Immigration Law Paralegal

- Collaborate with attorneys in preparing and filing various immigration applications, including family-based, employment-based, and humanitarian relief petitions.
- Conduct extensive legal research on immigration laws, regulations, and case precedents to support case strategies and arguments.
- Assist clients in completing forms, gathering required documents, and organizing evidence for immigration submissions.
- Prepare comprehensive client communication and correspondence, ensuring clarity and accuracy in conveying legal information.
- Manage a caseload of 50+ cases, tracking deadlines, court dates, and application processing times.

- Liaise with government agencies, courts, and other relevant entities to obtain updates on case statuses and resolve any issues.

ZAINAB SYED AND ASSOCIATES, SRINAGAR:- [June-August 21]

- Assisted senior paralegals and attorneys in drafting affidavits, petitions, and other legal documents for immigration cases.
- Conducted initial client interviews to gather relevant information and ensured accurate data entry into case management system.
- Compiled and organized supporting evidence, such as birth certificates, marriage licenses, and financial documents, for immigration filings.
- Participated in client meetings, contributing insights and recommendations based on research and case analysis.
- Conducted legal research to assist in preparing legal arguments and strategies for complex immigration cases.

❖ **RAZDAN ASSOCIATES, NEW DELHI:**

[March-April 21]

- Drafted a Special Leave Petition for grant of bail under 438 of Code of Criminal Procedure, 1973.
- Drafted a Special Leave Petition under Article 136 of Indian Constitution contesting exemption from levy of entertainment tax on behalf of Government of Madhya Pradesh.
- Drafted and filed a counter-affidavits in a case contesting bail on behalf of Prosecution before Supreme Court of India.
- Researched on whether exhaustion of alternate remedy is a bar to file a Special Leave Petition under Article 136 of Indian Constitution.

INTERNSHIP EXPERIENCE

❖ **Additional Sessions Judge, Baramulla District and Sessions Court:** [January-February 2020]

- Assisted in drafting of a bail application under section 437 of Code of Criminal Procedure, 1973.
- Assisted in drafting of deed of dissolution of partnership firm for a client.
- Assisted in drafting of a first information report (FIR) under section 154 of Code of Criminal Procedure, 1973.
- Assisted and prepared case briefs.

❖ **ADVOCATE ARIF MIR AND ASSOCIATES, BARAMULLA:**

[Dec'19: 4 Weeks]

- Assisted in preparation and filing bail bonds for a Client accused under section 420 of Indian Penal Code, 1860.
- Assisted in drafting of an application for succession certificates before Sessions Judge, Baramulla.
- Assisted in drafting of an application for custody of child under section 12 of Guardian and Wards Act, 1890.
- Researched on grounds of quashing of FIR under section 482 of Code of Criminal Procedure, 1973.
- Assisted in drafting of various suits.

❖ **SINGH AND ASSOCIATES, NEW DELHI:**

[May 2019: 4 Weeks]

- Researched on 'Preferential and Undervalued Transactions' by corporate debtor u/s 43 of IBC, 2016.
- Researched and prepared a note on wrongful termination of contract under Indian Contract Act, 1872.
- Researched on payment of benefits to the employee and its revocation under Payment of Wages Act, 1936.
- Researched on exclusion of litigation period from the prescribed time period for completion of CIRP under IBC, 2016.

❖ **SAAYA-SHADOW OF HOPE, SRINAGAR:** [DECEMBER 2018-JANUARY 2019: 8 WEEKS]

- Organized sensitization and awareness camps for importance of education in modern world in remote areas.
- Organized and undertook tuitions and imparted education to children belonging to marginalized communities.
- Distributed food supplies and other necessities to those in need during awareness camps organized by NGO.

MOOT COURT COMPETITIONS

- Quarter-finalist, 11 thGNLU International Moot Court Competition, 2019 organized by GNLU.
- Semi-finalist, 1stRegional Moot Court Competition, 2018 Organized by Central University of Kashmir.
- Semi-finalist, Shaah-e-Hamdaan Moot Court Competition. 2018, organized by University of Kashmir.

PUBLICATIONS, SEMINARS AND OTHER CO-CURRICULAR ACTIVITIES

- Published an article titled ‘Torture and Violation of Rights of Prisoners’ in Cafedisensus, USA based magazine.
- Published an article titled ‘AFSPA: Law within Lawless Land’ in Kashmir Times, Local daily, 2019
- 2ndRunner-Up, Legal Quiz Competition, Organized by Department of Law, University of Kashmir.
- Qualified, 2ndNation Wide Women’s Commission Competition organized by University of Kashmir.

POSITION OF RESPONSIBILITY

- Project Leader, Research for Late Marriages in Kashmir, University of Kashmir.
- General Secretary, Law Society, Department of Law, University of Kashmir.
- Member-Head & Mentor, Moot Court Society, Department of Law, University of Kashmir.