

# FARZAD KHAN

Peshawar 25001

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+920310-9817381

- English
- Urdu
- Pushto

Willing to relocate: Anywhere

## Work Experience

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### **Virtual Assistant / Lawyer/ UI/UX Designer**

Peshawar

January 2022 to Present

I am highly skilled professional with expertise in virtual assistance, legal practice, and product design. My diverse skill set enables me to efficiently manage administrative tasks, provide legal counsel, and design user-centric digital products.

Virtual Assistant With experience in remote administrative support, My specializes in managing schedules, handling emails, conducting research, and assisting clients with various operational tasks. My strong communication and organizational skills allow him to deliver high-quality virtual assistance, ensuring efficiency and productivity for businesses and professionals.

As a qualified lawyer, I have a strong foundation in legal research, drafting, and advocacy. I have handled legal documentation, client consultations, and case preparations. My legal expertise covers various areas of law, including civil litigation, corporate law, and public interest litigation, making me a competent legal professional committed to justice and ethical legal practice.

As a Product Designer, i also have passionate product designer with a keen eye for user experience (UX) and interface design (UI). My skilled in creating intuitive and visually appealing designs using tools like Figma. I understanding of design principles and user psychology allows him to craft digital products that enhance user satisfaction and engagement.

My unique combination of skills makes me a versatile professional capable of excelling in multiple domains.

## Education

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### **English Language in English DPEL Course**

form university of spoken - Peshawar

November 2022 to Present

### **BS in LAW**

University of Peshawar - Peshawar

September 2018 to September 2023

### **O level in education**

School Peshawar then

## Skills

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- Leadership (6 years)
- Communication skills (5 years)
- Customer Service (5 years)
- Legal Advisor (2 years)
- Administrative experience (3 years)
- Problem solving (10+ years)
- law clerk (4 years)
- Product Hunting
- Organizational skills

## Languages

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- English - Expert

## Certifications and Licenses

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### **BAR VOCATIONAL TRAINING 2024-2025**

2025 to Present

I successfully completed Bar Vocational Training (BVT) at the Bar Association Peshawar, a rigorous program designed to equip aspiring lawyers with the practical skills necessary for legal practice. Throughout this training, I gained hands-on experience in legal drafting, advocacy, case analysis, and courtroom procedures. I also developed essential skills in client counseling, legal research, and ethical legal practice. This training has prepared me to effectively represent clients, argue cases, and uphold the principles of justice in my legal career.

### **KPDSP Amazon Virtual Assistant**

2025 to Present

### **Fundamentals of UI/UX Design**

December 2024 to Present

I have successfully completed the Microsoft UX Design Professional Certificate, a comprehensive program that has equipped me with practical skills in user experience (UX) design. Throughout this certification, I engaged in hands-on projects and expert-led instruction, mastering the entire UX design process from conducting user research and creating wireframes to designing high-fidelity mockups and prototypes. The curriculum emphasized essential tools like Figma and Microsoft's Fluent 2 Design System, ensuring proficiency with industry-standard technologies.

### **Diploma in Professional English language (DEPL)**

2023 to Present

I successfully completed the Diploma in Professional English Language (DEPL) from the University of Spoken English, Peshawar. This program focused on enhancing proficiency in spoken and written English, with an emphasis on professional communication, public speaking, business correspondence, and academic writing. Through this diploma, I developed advanced language skills, including grammar, pronunciation, vocabulary, and fluency, which are essential for effective communication in legal, corporate, and academic settings.

## Publications

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### **The International Criminal Court: A Mechanism of Global Justice or a Tribunal for the Weak?**

<https://www.upwork.com/freelancers/~01ac639143d9cae181?p=1908061329475543040>

September 2023

- The International Criminal Court: A Mechanism of Global Justice or a Tribunal for the Weak?

The International Criminal Court (ICC) was founded to ensure accountability for the most serious international crimes. However, it has been criticized for disproportionately prosecuting leaders from weaker countries, particularly in Africa, while powerful nations often avoid prosecution. This research explores whether the ICC is truly a neutral institution for global justice or if its actions reflect a selective application of justice.

## Additional Information

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### • EXPERIENCE

Associate Lawyer — Rehman Law Firm (2022–Present)

As an Associate at Rehman Law Firm, I have been actively engaged in a wide range of legal matters, including civil, criminal, constitutional, and corporate law. Since joining the firm in 2022, I have worked closely under the mentorship of Senior Advocate Saqib Rehman, assisting in case preparation, legal drafting, client consultations, and courtroom representation. My role has involved drafting legal notices, writ petitions, appeals, and contracts, as well as conducting in-depth legal research to support complex litigation and advisory work.

I have represented clients before various courts and tribunals, gaining hands-on experience in trial advocacy, argumentation, and client handling. My work has particularly focused on protecting individual rights, resolving disputes efficiently, and ensuring compliance with statutory regulations. I am known for my attention to detail, strong communication skills, and ability to manage multiple cases effectively under tight deadlines.

My time at Rehman Law Firm has not only strengthened my legal expertise but also refined my professionalism, work ethic, and problem-solving skills. It has been an enriching experience that continues to contribute to my growth as a competent and ethical legal professional.