

Curriculum Vitae
Of
MS. RABEYA AFROZ
Advocate

Present Address:
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An Advocate of the District Court of Dhaka, Bangladesh and a member of Bangladesh Bar Council with work experience in working with the leading law chambers on Civil, Criminal, Corporate and Commercial laws. LL.B. and M.A from National University. Seeking to pursue opportunities in furthering professional qualifications and experiences with forward-looking Organisations. Interested to deal with complicated matters/cases of Labour Laws, Bail and Financial Criminal matters.

Career Objectives:

Intend to work in a challenging and competitive environment where strong sense of responsibilities and commitment requires, where dignity of work provides job satisfaction and the place of work provides potential for learning and growing. I will offer my best service to discharge my duties to the entire satisfaction of all concerned. I prefer my challenging career creating to develop any organization through the unlimited objective.

KEY SKILLS:

- **Advocacy:** presenting interim applications, examining & cross-examining witness and arguing on legal and factual points in court.
- **Drafting:** Pleadings, Statement of Appeal, Interim Applications, Witness Statement etc for Labour Courts.

LITIGATION (CRIMINAL):

- Drafting Legal Notice under section 138/140 of the N.I. Act-1881/ Notice under section 406/420 of the Penal Code and notice of other related issues.
- Drafting Reply to the Legal Notice under section 138/140 of the N.I. Act-1881/ Notice under section 406/420 of the Penal Code and notice of other related issue.

- Drafting of Complaint Petition under N.I. Act/406/420 or similar types before the Chief Judicial Magistrate Court, Dhaka Judicial Magistrate, Dhaka and/or court of First Instance having similar jurisdiction
- Taking routine steps i.e. Appearance(Hazira), (e) Hearing (Charge Hearing/application hearing/argument hearing/witness).
- Withdrawal of the cases (if required), (g) Drafting Complaint/FIR under section 138/140 of the N.I. Act-1881/ Notice under section 406/420 of the Penal Code and notice of other related issues or any other issued.
- Steps for Issuance of warrant of arrest, (i) Filing appeal/ revision before the Court of Sessions Judge, (k) Filing review application before the trial court.

LITIGATION (CIVIL) especially Artha Rin Suit and Money Suit:

- Drafting Legal Notice.
- Drafting Reply to the Legal Notice.
- Drafting Notice/warning notice and notice for publication in the news papers.
- Drafting Plaint/ Written Objection.
- Drafting interlocutory application/objection/ attachment/injunction.
- Hearing of the interlocutory matter.
- Taking Routine steps Hazira.
- Final Hearing (Examination in chief, cross examination and Argument).
- Execution of the Decree.
- Any other Miscellaneous Steps to realise the ultimate relief.
- Filing appeal/ revision before the Court of District Judge.
- Filing review application before the trial court.

Documentation:

- Vetting property ownership documents.
- Preparing various kinds of (specially land and apartment related) deeds and agreements relating to property transfer and mortgage;
- Drafting complicated mortgage deeds and loan agreements, documents creating charge on fixed and floating assets, power of attorney, lease agreements.
- Review of loan and security documents of classified borrower of Banks, leasing companies and other financial instruments;
- Authentication of all Sale Deeds and allotment Agreement and Deed of Agreement for all departments.
- Power to Take Possession, Saf Kabala Deed, Power to Sale Vessels, Partition Deed, Power of Attorney for certain land Heba Deed, Lease Deed, Deed of House Rent, Tripartite Agreement, Four partite Agreement, Multiparty Agreement, Corporate Guarantee, MOU, Letter of comfort, Letter of Satisfaction etc.

Writing Opinion: on mortgage, corporate matters, financing international trade, insurance and employment law.

Other Skill:

- Legal research from both paper and electronic materials.
- Client interviewing and conducting negotiation for clients.

LEGAL WORK EXPERIENCE:

1. I am aptly able to cover litigation involving issues, such as any issue of Bank and financial institutions involving dispute, Telecommunications dispute as to fulfil roll-out obligation, recovery from distributors, site(s) acquisition, collection and recovery of bills, claim for re-imbusement, dispute with Vendor(s), any other revenue issues;
2. I also have some experience on insurance claim, shareholders' disputes and other corporate matters, commercial crime, insolvency.
3. I have also adequate knowledge of various sorts of drafting, namely all sorts of Agreement(s) necessary for compliance under the law currently in-force, Franchise Agreement, Vendor(s) Agreement, Distributorship Agreement, Agency Agreement, Licensing Agreement etc.
4. I am able to provide opinion on any legal issues involving any legal, telecom and corporate, issue and lending, insurance, its employee(s), its customer and on any issue regarding any property.

Currently I am working as an individual lawyer in District court of Dhaka & also individually involving in the corporate practice as an Associate Lawyer. Also working in High Court under Md. Mahmud Hussain (Lipu), Advocate, Supreme Court of Bangladesh.

EMPLOYMENT EXPERIENCE

Name of the Employer (Fernhill Consulting House) www.fernhillbd.com	Position Held: (Associate Lawyer)
	Duration: (June 2014 - Present)
	Key Responsibilities: LITIGATION (Civil) especially Artha Rin Suit and Money Suit: Drafting Legal Notice, Reply to the Legal Notice, Drafting Notice/warning notice and notice for publication in the news papers, Drafting Complaint/ Written Objection, Drafting interlocutory application/objection/ attachment/injunction, Hearing of the interlocutory matter, Taking Routine steps Hazira, Final Hearing (Examination in chief, cross examination and Argument), Execution of the Decree, Any other Miscellaneous Steps to

	realise the ultimate relief, Filing appeal/ revision before the Court of District Judge, Filing review application before the trial court.
Reza And Associates !4, Purana Paltan (10th Floor), Dar-us-Salam Arcade, Motijheel C/A, Dhaka-1000)	Position Held: Associates Lawyer
	Duration: June, 2014 – Current Date
	Key Responsibilities: (a) Drafting Legal Notice under section 138/140 of the N.I. Act-1881/ Notice under section 406/420 of the Penal Code and notice of other related issues, (b) Drafting Reply to the Legal Notice under section 138/140 of the N.I. Act-1881/ Notice under section 406/420 of the Penal Code and notice of other related issues, (c) Drafting of Complaint Petition under N.I. Act/406/420 or similar types before the Chief Judicial Magistrate Court, Dhaka Judicial Magistrate, Dhaka and/or court of First Instance having similar jurisdiction, (d) Taking routine steps i.e. Appearance (Hazira), (e) Hearing (Charge Hearing/application hearing/argument hearing/witness), (f) Withdrawal of the cases (if required), (g) Drafting Complaint/FIR under section 138/140 of the N.I. Act-1881/ Notice under section 406/420 of the Penal Code and notice of other related issues or any other issued, (h) Steps for Issuance of warrant of arrest, (i) Filing appeal/ revision before the Court of Sessions Judge, (k) Filing review application before the trial court.

EDUCATIONAL BACKGROUND

Qualification	Institution	Result	Year of Completion
Post Graduate Diploma	Dhaka University	Pass	2014
M.A.	National University, Dhaka	Second Class	2002
LL.B (Pass)	National University, Dhaka	Pass	2006
B.S.S (Hons)	National University, Dhaka		2001
HSC	Norsingdi Gov.t College	Second Division	1998
SSC	Alijan Acadami , Norsingdi	First Division	1996

PARTICIPATION IN WORKSHOP & TRAINING

- Participated in a **Tripartite Workshop organized by ILO on “International Labor Standards: Obligation & Opportunities”**, organized by International Labour Organization, Dhaka Office (2 Days).

- Participated in a training on “**The Bar Vocational Course (BVC) 2005**” organized by Legal Education Training Institute (LETI), Bangladesh Bar Council, Dhaka (1 month and 15 days).

COMPUTER SKILL

Operating System	:	Windows 98, XP
Word Processing	:	MS Word
Data Base	:	Ms- Excel
Presentation	:	MS- Power Point
Internet	:	Browsing, E-mail

LINGUAL CAPABILITIES

Bangla	:	Mother Language
English	:	Fluent in speaking, reading and writing

PERSONAL DETAILS

Father	:	Mohammad Fazlur Rahman
Mother	:	Hosneara
Religion	:	Islam
Permanent Address:	:	

REFEREES

1) Dr. MD SHAHJHAN
Chairman, 1st Labour Court
Sr. District Judge
Sharama Bhabhan
Motijheel C/A
Dhaka-1000

I, Rabeya Afroz do hereby confirm that the above information is true to my knowledge.

Signature