PROFILE

My Name: Jaleel Ahmad Khan

Email: jaleelkhan2002@yahoo.com

**Brief Experience Details**

Written and Proofread thousands of letters, circulars, manuals, and legal documents during my service as per the below detail:

*5 Years - Officer Inland Banking In* ***Habib Bank Ltd****.*

*5 Years - Officer International Banking In* ***Habib Bank Ltd.***

*10 Years - Manager Human Resources (In* ***Habib Bank Ltd****.) - preparing, proofreading, and executing various Agreements, MOUs, Lois, and official correspondences.*

*5 Years - Teaching Science subjects in English medium High School*

*15 Years - Project Manager in an Interior Designing Consultant Firm - Negotiating, Drafting, and Proofreading various documents such as Contract Agreements, MOUs, letters of Intention, and other legal documents. Preparing BOQs as per the agreed cost, plans, drawings, and Time Lines.*