

AYESHA AKTER

Advocate | Banking Legal & Compliance Aspirant

Savar, Dhaka, Bangladesh

Phone: 01994674464

Email: ayeshasiddikaakhi@gmail.com

PROFESSIONAL SUMMARY

Advocate with practical experience in legal drafting, documentation, case analysis, and client coordination. Skilled in handling civil, criminal, and family law matters under senior advocates. Interested in banking legal, compliance, documentation, and corporate legal operations. Strong communication, organizational skills, and professional ethics with the ability to work effectively in a professional environment.

CORE SKILLS

- Legal Drafting
- Legal Research
- Contract Drafting
- Legal Documentation
- Case Analysis
- Client Coordination
- Report Writing
- Communication Skills
- Teamwork
- Microsoft Word
- Microsoft Excel
- Compliance Support

PROFESSIONAL EXPERIENCE

Junior Advocate / Chamber Associate

Dhaka, Bangladesh

- Assisted senior advocates in civil, criminal, and family law matters
- Drafted complaints, written statements, legal notices, petitions, affidavits, and agreements
- Conducted legal research and case law analysis
- Managed court filings, documentation, and case preparation
- Coordinated with clients regarding legal procedures and documentation
- Assisted in legal aid and client counseling activities
- Gained practical experience in legal documentation, drafting, and professional legal communication

EDUCATION

LLB (Honours)

City University, Dhaka

Year of Completion: 2022

CGPA: 3.26

PROFESSIONAL QUALIFICATION

- Bangladesh Bar Council MCQ Passed
- Bangladesh Bar Council Written Passed
- Enrolled Advocate

LANGUAGE PROFICIENCY

- Bangla — Native
- English — Good command in reading, writing, and speaking

CAREER OBJECTIVE

Seeking a position in banking legal, compliance, or corporate legal operations where I can utilize my advocacy, drafting, research, and documentation skills in a professional environment while developing a long-term legal career.

DECLARATION

I hereby declare that all the information stated above is true and correct to the best of my knowledge.

Signature: _____

Date: _____