

Last Updated : **January 3, 2019**

## **KAZI MUSHARROF RASHED**

Address: Kazi Villa, 23 Polashi, Kazi Ilias, Zindabazar, 3100, Sylhet Sadar, Sylhet Sadar, Sylhet 3100  
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### **Career Objective:**

To develop career in the Legal profession and Management Sector.

### **Career Summary:**

I seek a long-term position in any organization or company where I am to utilize my experiences, education, and talents in the area of law that interests me and benefits the firm.

### **Special Qualification:**

Member of Bangladesh Bar Council. And practicing as a Lawyer.

Got IELTS Score 6.00

### **Employment History:**

**Total Year of Experience : 31.8 Year(s)**

#### **1. Engaged Lawyer ( April 1, 2013 - Continuing)**

##### **BASIC Bank Limited**

Company Location : Zindabazar, Sylhet

Department: Loan Department

##### **Duties/Responsibilities:**

1. Drafting Mortgage Deed, Undertaking, Affidavit, Deed of Further Charge, etc.
2. Vetting Documents submitted for Loan Purpose.
3. Verification of Genuineness of Documents, relating to Mortgage, i.e. Land Porcha, Land Purchase Deed, Khatian, NEC, Rent Receipt. Business documents, etc.

#### **2. Advocate ( December 15, 2010 - Continuing)**

**Bangladesh Bar Council**

Company Location : Judges Court ,Sylhet

Department: Civil and Criminal Cases Prosecution.

**Duties/Responsibilities:**

Representing client before various Magistrate Courts, Judge Court or any other courts.

Ensuring the appearance (HAJIRA) in the court for pending suits/cases, filing the suits and cases and time to time necessary Taking steps with a view to dispose of the pending cases and suits as quickly as possible

Time to time maintain liaison with clients.

Drafting Plaints and Written Statements, on behalf of Plaintiff/defendants, for filing cases and suits, complainant petition, written statement or any other required petitions

Time to time deliver the information or status or position of the default customer as and when required.

Representing clients to the various government office, ass may require.

Examination of Land / Property documents

Prepare report on chain of ownership of Land / Property documents as per clients need.

Provide opinion about the authenticity of ownership of Land / Property

Drafting and Prepare Deed / Agreement / Undertaking , and conduct registration in due course.

Title Search to verify the genuineness of title and chain of ownership with document vetting as per clients need.

**3. Associate Lawyer ( December 1, 2010 - Continuing)****Kazi and Associates**

Company Location : Sylhet, Bangladesh.

Department: Litigation

**Duties/Responsibilities:**

1. To handle the Court cases independently, efficiently and successfully.

2. Drafting of Legal documents i.e. Pleadings, Affidavit, Power Of Attorney, Deed of Agreements, etc.

3. Immigration Advice.

4. Visa Processing.

5. Legal Aid.

6. Drafting Legal Notice and Legal Notice Reply.

**4. Legal Advisor ( August 1, 2009 - Continuing)****BTS Communications (BD) Ltd.**

Company Location : Sylhet

Department: Management

**Duties/Responsibilities:**

Deal all legal issues of the company as per Company Act 1872, Recruit and dealing of company staff as per Labor Code 2006.

Dealing all regulatory issues as per rules and policies of Bangladesh Telecommunication Regulatory Commission and Bangladesh Telecommunication Act 2000.

Issuing Legal Notice & reply to Legal Notice and conduct communications with Government Agencies.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
LL.M.	Law	Sylhet International University, Sylhet	CGPA:3.17 out of 4	2010	1 year	LL.M. Degree
LL.B. (Hon"s)	Law	Sylhet International University, Sylhet	CGPA:3.52 out of 4	2009	4 years	-
HSC	Science	Sylhet Govt. College, Sylhet.		2005	2 years	-
SSC	Science	Govt. Pilot High School Sylhet		1999	-	-

## **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Prevention of Domestic Violence and Human Rights.	Domestic Violence prevention Act 2010, Universal Declaration of Humna Rights, Convention on Child Rights, CEDAW.	USAID & Bangladesh National Women Lawyers Association	Bangladesh	Sylhet	2012	3 Days
Intensive Trial Advocacy Workshop (ITAW)	Civil Case Prosecution and Criminal Case Prosecution	Australian Bar Association	Australia	Bangladesh Bar Council, Dhaka, Bangladesh.	2011	4 Days
International Moot Court Competition	5th Henry Dunant International Moot Court Competition	International Committee of Red Cross & Dhaka University	Bangladesh	Dhaka University	2009	3 Days

## **Professional Qualification:**

Certification	Institute	Location	From	To
United Nations Volunteer Programm	United Nations	USA	June 1, 2009	December 30, 2009

## **Career and Application Information:**

Looking For : Mid Level Job  
Available For : Full Time  
Present Salary : Tk. 30000  
Expected Salary : Tk. 15,000  
Preferred Job Category : HR/Org. Development, Law/Legal  
Preferred District : Chattogram, Dhaka, Sylhet  
Preferred Country : Germany, New Zealand, Norway, Sweden, United Kingdom,  
United States, Bahrain, Canada, Denmark, Switzerland  
Preferred Organization : Banks, Leasing, NGO, Development Agency,  
Types Embassies/Foreign Consulate, Consulting Firms,  
Immigration & Education Consultancy Service, Manpower  
Recruitment, Law Firm, Real Estate, Overseas Companies,  
Group of Companies

## **Specialization:**

Fields of Specialization	Description
<ul style="list-style-type: none"><li>• Labor Law</li><li>• Labor Issues</li><li>• Recruitment</li><li>• Training</li><li>• Corporate</li><li>• Legal Aid &amp; Services</li><li>• Legal Compliance/ Code of Conduct</li><li>• Land and Asset Management</li><li>• Legal and Licencing procedure for company Matters</li></ul>	Skilled in Company Laws, Mercantile Laws, Land Laws, Land Procurement, Deed Registration, Mutation, Business Laws, Law of Taxation. Labour Code 2006, Law relating Real Estate, Negotiable Instrument Act, Artho-Rin-Adalot Ain, Affidavit, Power of Attorney, Notary Public deed execution, etc.

## **Language Proficiency:**

Language	Reading	Writing	Speaking
English	High	High	High
Bangla	High	High	High

### **Personal Details :**

Father"s Name : Kazi Kamar Uddin  
 Mother"s Name : Kazi Rabeya Khatun  
 Date of Birth : July 9, 1983  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Muslim  
 Permanent Address : Kazi Villa, 23 Polashi, Kazi Ilias, Zindabazar, 3100, Sylhe Sadar,  
 Sylhet Sadar, Sylhet 3100  
 Current Location : Sylhet

### **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Abdul Kader	Jabed Ahmed
Organization	: BTS Communications (BD) Ltd.	Bangladesh Bank
Designation	: Managing Director	Deputy Director
Address	: Shawpnil 4, Safeway Complex (3rd Floor), Mirjajangal, Sylhet.	Sylhe Branch, Sylhet, Bangladesh.
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: +8801730060210	+8801710904730
EMail	: abdul@btslink.net	
Relation	: Professional	Professional

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