

NADEEM MIRZA

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■ Objective

Detail-oriented professional with strong experience in sales, client relations, and legal advisory. Skilled in negotiation, compliance, and customer service with proven ability to manage operations and build long-term client trust. Seeking to contribute my expertise to Legal/Compliance, Client Support, or Business Operations roles at HCL Lucknow.

■ Skills

- Client Relationship Management
- Legal Advisory & Compliance
- Negotiation & Communication
- Documentation & Contract Handling
- Problem Solving & Teamwork
- Time Management & Leadership
- Sales & Upselling

■ Professional Experience

Lawyer – Lucknow High Court (2022 – Present)

- Provided legal advice on civil, criminal, corporate, and family matters.
- Drafted, reviewed, and analyzed legal documents and agreements.
- Ensured compliance and ethical standards for diverse clients.
- Strengthened skills in documentation, compliance, and client consultation.

Sales Manager – Shavez Zari Wala, Lucknow (2018 – 2022)

- Managed wholesale sales of suits & sarees with zari work.
- Handled billing, invoicing, and client negotiations.
- Achieved customer satisfaction by ensuring product quality and timely delivery.

Sales Executive – Mirza Footwear, Lucknow (2014 – 2018)

- Direct sales of footwear and slippers in retail environment.
- Assisted in inventory management and product purchasing.
- Developed strong customer handling and upselling skills.

Entrepreneur – Online Business (Meesho) (2023 – Present)

- Selling footwear, clothing, and accessories online.
- Managing product listing, customer orders, and after-sales support.
- Improved knowledge of e-commerce operations and customer experience.

■ Education

- LLB – Bachelor of Legislative Law, Lucknow University (2022)
- B.Sc., Kanpur University (2018)
- Intermediate (12th), U.P. Board (2014)
- High School (10th), U.P. Board (2012)

■ Languages

- Hindi (Fluent)
- English (Fluent)

■ Key Strengths for HCL

- ✓ Strong Legal & Compliance knowledge (LLB + Lawyer experience)
- ✓ Excellent Customer Handling & Sales expertise (Retail + Online business)
- ✓ Skilled in Documentation, Negotiation & Client Relations
- ✓ Flexible to work in Compliance, HR, Operations, Client Support & Business roles