



**CURRICULUM VITAE
DABEER ULLAH SHEIKH**

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CAREER AT A GLANCE

I have more than 8 (eight) years of experience in handling the Corporate/Secretarial Affairs Compliance of various Listed, Public Unlisted, Private Companies, Non-Profit Organization, Brokerage House and NBFCs. The glimpse of my whole career is provided here under:

“The Journey of my professional career in Corporate/Secretarial Affairs started from 23 Feb, 2012 as Assistant Corporate Affairs in a Lakson Group Company namely Siza Services (Private) Limited where I efficiently handled with my seniors the Corporate/Secretrail Affair compliances of renowned Listed Companies like Colgate Palmolive Pakistan, Merit Packaging, Century Insurance and Clover Pakistan and other public unlisted and private Companies. After spending dedicated three years of effort I switched from Lakson to Gatron Group in February 16, 2015 in their Listed Company namely Gatron (Industries) Limited where I started assisting Company Secretary in the Corporate/Secretarial Affairs compliances of group companies consist of several public unlisted and private Companies. After five years of tireless efforts and optimistic learning I switched from Gatron to Dawood Group in February 24, 2020 in their Company namely Inbox Business Technologies Limited as Legal Specialist here I am assisting Company Secretary and Chief Legal Officer in Corporate/Secretarial compliance as well as Legal task assigned by Chief Legal Officer.”

EXPERIENCES:

CURRENTLY WORKING AS LEGAL SPECIALIST (from  February 24, 2020 to till date)

Working as Legal Specialist in Legal and Corporate Affairs Department of Inbox Business Technologies Limited (A Dawood Group Company) the work I am performing here is given below:

- To manage secretarial/corporate affairs compliances of the Company as per the provisions contained in the Companies Act, 2017 (Recently revised through Companies Amendment Ordinance, 2020) and its relevant enacted regulations, Code of Corporate Governance Regulations, 2019, Securities Act, 2015, CDC Regulations, PSX Rule Book and other law for the time being prevailing in Pakistan. Description of the work performed related to secretarial/corporate affairs compliances is almost same as provided below in the description of work in Gatron (Industries) Limited.
- Understanding of relevant NBFC rules and regulations issued by SECP.
- To manage tasks as and when assigned related to legal aspect like, review of contract, research on different contracts and Drafting of Undertakings, MOUs, Agreements.
- To assist seniors in litigation of different cases of the company.

**WORKED WITH GATRON (INDUSTRIES) LIMITED A G&T
GROUP COMPANY AS SENIOR CORPORATE OFFICER (from**



February 16, 2015 to February 22, 2020)

Working as Senior Corporate Officer in Shares Department of Gatron (Industries) Limited, the description of the work and activities which I, am performing here are given below:

- To incorporate a company with Securities and Exchange Commission of Pakistan.
- To comply the necessary requirements after incorporation of a company as set out in Companies Act, 2017, listing Regulations of Pakistan Stock Exchange, Code of Corporate Governance, Regulation and Central Depository Company of Pakistan Limited regulations and other applicable Company's laws prevailing in Pakistan.
- To handle the regulatory compliances of an NPO registered under section 42 of the Companies Act, 2017.
- To make necessary arrangements for issue right shares, preference shares and bonus shares of Private Company and Listed Company.
- To take necessary steps for electronic distribution of Dividend to shareholders of listed company including non-resident. As well as distribution of Dividend to Public and Private Companies.
- To manage some of the major compliance of Companies Brokerage House namely Kosmopolitan Securities (Private) Limited.
- To take necessary and educate steps for transfer of shares whether physical or electronic as and when arrived in company through its share registrar on timely basis as per law and also look after formalities relates to duplicate shares certificates and transmission process etc.
- To prepare and e-file statutory returns/forms as specified in Companies Act, 2017 with the Companies Registration Office/Securities & Exchange Commission of Pakistan.
- To liaise with Shares Registrar of listed Company for different matters related to shares.
- To work out on proposal of Initial Public Offering (IPO) of unlisted Companies.
- To work out on the Scheme of Arrangement of two or more Companies related to Corporate.
- To Disseminate Financial Result of the Company to PSX through PUCAR and by hand under sealed envelope.
- To prepare and disseminate free float of shares on quarterly basis by share registrar to CDC.
- To look after formalities required for induction of company's securities in Central Depository of Pakistan Limited for private companies.
- To handle the secretarial/corporate affairs compliances of a NPO registered under section 42 of the Companies Act, 2017.
- To maintain all statutory register as define or required by Companies Act, 2017.
- To prepare minutes of all meetings including Board of Directors and Sub-Committee established

by the Board.

- To make and prepare necessary documents for the meeting of Board of Directors, AGM, EOGM, Class Meeting of preference shareholders and/or any other sub committees meetings.
- To prepare Directors' Report certain points, statement of compliance and pattern of shareholding or other necessary material to be incorporate in Annual/Quarterly Report of the Company.
- To answer queries asked by regulatory authorities by following through Companies Act, 2017, PSX regulations, Code of Corporate Governance regulation and CDC regulation as and when arrived in office.
- To prepare Resolution as and when required after discussing the matter to concerned Persons.
- To make necessary arrangement for change of status and change of name of private company and any other action as required from Board of Directors from time to time.
- To take necessary steps for winding up of the company pursuant to Companies Act, 2017.
- To get awareness regarding changes in the law by SECP and other concerned authorities.
- Understanding of related party's and investment in associated companies concepts and relevant regulations related to those.

The following Group Companies in which I, am performing Corporate activities are:

Listed companies

1. Gatron (Industries) Limited

Public unlisted company

1. Novatex Limited

Subsidiary companies

1. Gatro Power
2. Global Synthetics
3. Novatex Power (Private) Limited
4. Krystopac Energy (Private) Limited
5. NRG Energy (Private) Limited
6. Nova Powergen Limited
7. ThalNova Power Thar (Private) Limited

Brokerage House

1. Kosmopolitan Securities (Private) Limited

Foundation

1. Gatron Foundation

WORKED IN A LAKSON GROUP COMPANY NAMELY SIZA SERVICES (PRIVATE) LIMITED Corporate Assistant (Corporate Department) (From 23 February 2012 to 13 February 2015)



Worked as Corporate Assistant with Corporate Department of SIZA Service (Private) Limited, the

description of the work and activities which I performed there are given below:

- To prepare and send documents pursuant to Companies Ordinance, 1984, listing Regulations and Code of Corporate Governance to SECP, Stock Exchange and other bodies as and when required.
- To Disseminate Financial Result of the Company to all concerned authorities.
- To take all necessary and legal action by following through Companies Ordinance, 1984, Listing Regulation of Stock Exchanges and Code of Corporate Governance etc.
- To make and prepare necessary documents for the meeting of Board of Directors, AGM, EOGM and Class Meeting of preference shareholders and/or any other meetings.
- To take necessary steps for the Despatch of Dividend to shareholders including non-resident.
- To prepare minutes of all Meeting including directors and committee meetings.
- To prepare Resolution as and when required after discussing the matter to concerned persons.

The following Group Companies in which I, performed Corporate activities were:

Listed Companies

1. Colgate-Palmolive (Pakistan) Limited
2. Century Insurance Company Limited
3. Merit Packaging Limited

Private Companies

4. Siza (Private) Limited
5. Siza Services (Private) Limited
6. Size Commodities (Private) Limited
7. Accuray Surgicals Limited
8. Reliance Chemicals (Private) Limited
9. Baluchistan Polyproducts (Private) Limited

**BARCLAYS BANK PLC (PAKISTAN) (Shahra-e-Faisal Branch)
Internship (Operation Department) (From May, 2011 to January,2012)**



Worked as Internee with Operation Department of Barclays Bank PLC, Pakistan, the description of the work and activities which i learned there are given below:

- Clearing process and its necessary actions.
- Timely delivery of all cheques to NIFT.
- AMD process and its necessary action.
- Check and Balance of tilt.
- Execution of work on FCR and its necessary actions.

- Proper and timely compliance to customer.

STANDARD TEA COMPANY
Accountant (Accounts Department) (From March, 2010 to April, 2011)



Worked with Accounts Department of Standard Tea Company, the description of the work and activities which i performed there are given below:

- To prepare cashbook to record sale.
- Inventory valuation of stock for proper check and balance of inventory.
- To prepare various statements related to the accounts department such as invoice sheets, receipts, credit statements and expense accounts.
- To make the journal entries into respective journals and ledgers from time to time Perfectly.
- To look in inventory to ensure the match of purchase orders and receipts.
- To do all the work on computers such as making computerized entries of various financial details.
- To prepare supplier journal to record their sale.

EDUCATION

Bachelor of Law (LLB)	1 st Division
Master in Economics & Finance University of Karachi	1 st Division
B.COM (Regular) (2009 - 2010) Premier Govt. College	2 nd Division
Intermediate HSC (2006-2008) Shipowner Govt. College	1 st Division
Matriculation SSC (2004-2006) Pak Model School – Science Grade: B	

AWARDS

Best Employee Award	2017-2018
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PERSONAL INFORMATION

Name: Dabeer Ullah Sheikh
 Father Name: Sami Ullah Sheikh
 CNIC #: 42101-0889320-9
 Religion: Islam
 Date of Birth: 11-03-1989

CERTIFICATION

Successful Business Communication Certification from IBA	2018
Microsoft Officer Computing (Ms Office)	2009

SKILLS

- Good in both Urdu and English
- Good at using Microsoft Office.
- Love to work in team oriented projects and presentations.
- Smart at building relationships.
- Fine Communication skills, both oral and written.
- Capable of performing research and analysis.

INTEREST

- Internet Surfing.
- Interested in theatre and poetry more particularly Urdu.
- Love in listen music, watch cricket, read short stories.
- Enjoy traveling.

REFERENCE WILL BE FURNISHED UPON REQUEST