

Malaika Moiz

Legal Counsel and Program Manager

Qualified Legal Practitioner with 2+ years of experience in Alternative Dispute Resolution and corporate law seeking to work on commercial legal and program management. Managed and communicated amongst cross-functional teams. Successfully lead the development of ADR Center and case management with expertise in mediation and international commercial arbitration.



✉ malaikamoiz1018@gmail.com

☎ +92 330 9501289

📍 Pakistan

🌐 [linkedin.com/in/malaika-moiz](https://www.linkedin.com/in/malaika-moiz)

WORK EXPERIENCE

Legal Counsel and Case Manager

Institute of Business Administration - ADR International Center

07/2023 - Present

- Acquired projects for Mediation and Arbitration
- Led Case and Program Management
- Strategized Business Development of the ADR Center

Legal Advisor

Reliance Corporation Pvt. Ltd.

12/2023 - 05/2024

- Contract and legal document vetting and drafting
- Corporate Governance Policies
- Intellectual property law
- Public Procurement

Legal (Labor/Corporate Law) Internship

Fauji Fertilizer Company Limited

07/2023 - 08/2023

- Assist legal team in projects
- Notice drafting and case file preparation
- Labor laws

PERSONAL PROJECTS

Research Paper 'An Analysis of Right to Welfare under National, International and Islamic Law' (03/2023)

- International Seerah Conference

Research Abstract 'Propaganda Techniques in Dispensing Fake News in Contemporary Era; Challenges and the Way Forward' (2021)

- 6th Annual Global Issue Conference (GIC 6)

Expert Coach for Vis Moot Teams (2022 - 2024)

- Willem C. Vis International Commercial Arbitration Moot Competition

Arbitrator (05/2024)

- AIAC-APAC Vis Pre-Moot Competition
- Moscow Vis Pre-Moot Competition

Willem C. Vis International Commercial Arbitration Moot Competition (03/2023 - 04/2023)

- Vienna, Austria

AIFC IAC Vis Pre-Moot (03/2023)

- Astana, Kazakhstan

EDUCATION

Bachelors of Law (Hons. 5 yr)

Fatima Jinnah Women University

10/2019 - 08/2024

Pakistan

SKILLS

Mediation & Negotiation Techniques

international commercial Arbitration

Legal Writing & Research

Leadership & Relationship Building

Strategic & Corporate Communication

Project Management

ACHIEVEMENTS

Nominated for Best Speaker Award (03/2023)

IAC Pre-Moot, Astana, Kazakhstan

Double-Duty" Distinction Award (03/2022)

MENA Vis Pre-Moot, Bahrain

CERTIFICATATIONS / TRAININGS

Project Management Professional Certification (07/2024 - Present)

Google (scholarship) ASPIRE Institute, HARVARD, United Kingdom

Mediation Training (07/2024)

German Institute of Arbitration (DIS)

Certified Mediation Advocate (05/2024)

Islamabad Bar Council, Pakistan

Business Development and Case Management Training (01/2024)

Commercial Law Development Program (CLDP), U.S. State Department of Commerce, New York International Arbitration Centre (NYIAC) and Hague Court of Arbitration for Aviation

Case Management and Process (02/2024)

Hong Kong International Arbitration Centre (HKIAC)

Harvard Virtual Leadership Program (2023)

ASPIRE Institute, HARVARD, United Kingdom

Central Asia International Commercial Arbitration Training (10/2022)

Almaty, Kazakhstan

Middle-East (MENA) Training Workshop & Vis Pre-Moot (03/2022)

Bahrain

VOLUNTEER WORK ORGANIZATIONS

Leading Lady Empire (08/2024 - Present)

Head of Legal Education

Moot Court Bench, Sri Lanka (06/2024 - Present)

Mentor for International Commercial Arbitration Program

Commercial Law Development Program (CLDP), U.S. State Department of Commerce (04/2021 - Present)

Country Project Manager of Pakistan for Vis Moot and ADR