

CV Review for NQ Solicitor

Personal Details - Redacted

PERSONAL STATEMENT

An ambitious, determined and enthusiastic Newly Qualified Solicitor with seven years of legal and commercial work experience. Proven record of providing clear, practical and effective advice to clients and now seeking a role to develop skills further.

ACADEMIC QUALIFICATIONS

University of Westminster (Sept 2011-Feb 2016)

Solicitors Exempting Law Degree: LLB Hons and LPC (Pass)

The Heathland School Sixth Form (Sept 2009-June 2011)

A Levels: Sociology (B) History (C) Psychology (C)

AS Levels: English Literature (C) General Studies (B)

Featherstone High School (Sept 2004-July 2009)

GCSEs: 11 A*-C including English and Maths

LEGAL EXPERIENCE

Solicitors, London office (March 2019-March 2021)

Trainee Solicitor: Seats undertaken in Private Client; Litigation; and Real Estate.

Private Client seat:

- Interviewing and meeting with client's to take instructions.
- Drafting of Wills and preparing execution documents for signing.
- Drafting and advising on Lasting Powers of Attorney, Deputyship and Deed of revocation
- Drawing up deeds of variation and Life Interest Trusts.
- Grants of Probate and Letters of Administration, including using the new HMCTS system and PA1A and PA1P Forms.

Private Wealth and Family office seat:

- Setting up a new department within the firm alongside one Partner, developing client relationships through meetings; business development and networking events.
- Conducting legal research regarding domestic and complex international matters.
- Board minutes for ultra-high net worth families relating to family offices, Succession, Investment and strategies to help preserve and grow wealth through generations.
- Drafting commercial agreements, sale contracts and all auxiliary documents.
- Compiling and managing Precedent processes and documents.
- Reviewing contracts, lending and loan agreements.

Commercial Property Seat and assisting Residential Property:

- Advising developers, companies, landlords, tenants and investors on a variety of matters including sales and purchases for freehold and leasehold properties, refinances, auction transactions, assignments and deeds of variations.
- Preparing Leases, contracts, notices, licenses and other landlord and tenant related documents.
- Dealing with a wide spectrum of asset types including development, offices, care homes, in addition to hotels & and high end residential.
- Assisting Residential Property department with purchase and sale of freehold and leasehold properties.

- Refinancing and lease extensions.
- Providing global support to our China Desk through building networks and assisting investors with the purchase of land and new build developments.
- Attending auctions and producing auction reports.

Litigation Seat and assisting with Privy Council Appeals:

- Advising corporate and individual clients in respect of a broad range of issues, including shareholder & corporate and partnership disputes, contractual, property, insolvency and negligence.
- Drafting Court documents including Witness Statements, Forms and Particulars of Claim.
- Handling and managing all aspects of the litigation from beginning to end and managing court deadlines.
- Successfully negotiating Settlement offers when not commercially viable to proceed to Court.
- Heavily assisted in reported Privy Council cases and acting on appeals to the Judicial Committee of the Privy Council from Commonwealth and former Commonwealth countries at the Supreme Court.
- Representing client's in the small claims Court for debt recovery and Property disputes.
- Instructing Counsel, preparing Briefs to Counsel and trial bundles.

Paralegal: (May 2017-March 2019)

Assisted Partners & Associates across the Corporate, Litigation, Employment and Personal Injury teams:

- Acting independently in taking instructions from clients by email, telephone and face-to-face meetings and keeping them updated at all times.
- Legal research, obtaining of legal documents including Share Purchase Agreements and Settlement Agreements and reviewing and editing these.
- Diary management and administrative duties including getting applications listed for Hearings, time recordings and data inputting.

Company (March 2017-April 2017)

In-house Commercial Paralegal:

- Supporting International Mobile Virtual Network Operators (headquarters in Canary Wharf) with commercial, multi-jurisdictional, regulatory and compliance matters.
- Drafting and reviewing Non-disclosure agreements, international employment and consultancy contracts, and service and distribution agreements.
- Assisting HR department with interviews, recruitment and disciplinary meetings.

Solicitors Firm (Aug 2016-Feb 2017)

Legal Advisor/Fee Earner (Personal Injury/Litigation):

- Maintaining liaison with clients, medical agencies and insurers to collate evidence regarding high value road traffic accidents.
- Managing own caseload of over 350+ files and scope and pricing work.
- Successfully negotiating most appropriate settlements with third party insurers/solicitors.
- Issuing court proceedings, drafting Claim Forms, Witness Statements, Particulars of Claim and Briefs to Counsel and meeting court deadlines.

Solicitors Firm (Nov 2016-Nov 2016)

Internship/Work experience:

- Assisting Solicitors within the Commercial Property sector, recognised for researching current affairs including the impacts of HS2 for a Partner appearing before Select Committee in the House of Commons.

Solicitors (May 2013 – Aug 2016)

Part-Time Paralegal/Legal Secretary:

- Assisting Solicitors and Barristers with immigration cases including Visa Applications, Citizenship and dealing with Appeals.
- Preparing templates, legal research and organising precedents for future use.

Law Centre (Sept 2013-May 2015)

Legal Caseworker:

- Advising public on housing law matters including return of deposits, disrepair and service charge disputes under supervision of Solicitors and Barristers.
- Working on employment disputes regarding dismissal, settlements and discrimination
- Preparing research and advising on divorce and dissolution, finances upon relationship breakdown, domestic violence and disputes between parents and carers regarding arrangements for children.

Islington Citizens Advice Bureau/Royal Courts of Justice (Dec 2013 – Jan 2014)

Legal Volunteer:

- Helping the community by delivering legal advice and practical solutions to clients regarding civil, commercial, family, bankruptcy, property and debt issues.

Sense (May 2013 – Dec 2013)

Legal Secretary/Assistant:

- Assisting leading national charity and Solicitors within the in-house legal department
- Researching and advising clients with sensory impairments on disability discrimination under the Equality Act, special education needs, social care and welfare benefits.

COMMERCIAL EXPERIENCE

Contracting with Deloitte LLP (Feb 2017 –March 2017)

Project Assistant:

- Advising clients on the impact of the regulatory reforms introduced by the Financial Conduct Authority regarding pensions, inputting data, proof-reading documents and dealing with and resolving complaints.

World Duty Free, Heathrow Airport (Feb 2012-May 2017)

Part-time Sales Advisor/Make-up Artist:

- Transferable interpersonal skills acquired through dealing with international customers including celebrities and high profile clients.
- Enhanced leadership skills by training, motivating and supervising new starters.

LEADERSHIP AND VOLUNTEER ACTIVITIES

NHS Community Response Volunteer (May 2020- present)

- Collecting shopping, medication or other essential supplies for people who are isolating/vulnerable, and delivering these supplies to their home.

Law Mentor at the University of Westminster (January 2019-present)

- Providing motivation and guidance with job interviews, training contract applications and career advice to law students undertaking the LLB, LPC and Masters.
- Giving presentations during Alumni events regarding a career in law.

Private Tutor (September 2015-present)

- Teaching English vocabulary and grammar in a range of settings including one to one sessions, small groups and classes of up to twenty students.
- Developing custom comprehensive lesson plans and revision sessions.

ACTIVITIES AND INTERESTS

I enjoy cooking and started my own food business during the Covid-19 pandemic, delivering food to local areas. I regularly go running and take part in the London Legal Walk yearly. I enjoy doing Pilates and volunteering abroad through teaching English in different countries.

LANGUAGES

Fluent verbal Urdu and basic Arabic.