

Aisha Sidat

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EXPERIENCE

Baker & Coleman Solicitors, Blackburn — *File Handler*

May 2022 - February 2024

- Independently handling a caseload of 500 noise induced hearing loss claims, consisting of pre-litigation cases against the Ministry of Defence
- Submitting claims through the portal, chasing and liaising with insurers for the Ministry of Defence, advising clients on acceptance or rejection of offers with consideration of factors such as pre-1987 service and limitation issues
- Determining whether to pursue claims as single or multi-defendant
- Maintaining client records and contact information on Proclaim
- Handling client's matters and requests, as well as keeping clients updated from initial enquiry to completion of their matter
- Creating and proofreading legal documents to the highest standard
- Liaising with colleagues and lawyers to ensure the best possible outcome for clients
- Organising files by advancing cases, chasing outstanding documents, appointments for clients and non-active clients and cases to guarantee efficiency

Sodexo, Blackburn — *Test Operative*

March 2021 - April 2022

- Administering Covid-19 tests to patients
- Responding quickly to all patients' needs and reassuring patients throughout the testing process
- Efficiently carrying out daily tasks to assist testing, such as packing samples, stock management and completing testing administration within the procedure set out
- Complying with all safety rules including PPE guidelines

Dunkin' Donuts, Blackburn/Sheffield — *Barista*

Sept 2020-Jan 2021

- Preparing food and beverages to the highest possible standard
- Cash handling
- Taking stock of products and assisting with administrative tasks
- Maintaining visual merchandising in accordance with seasonal displays

SKILLS

- Customer Service
- Management
- Problem Solving
- Interpersonal skills
- Communication

EDUCATION

- **Lancaster University**
— *International Human Rights Law LLM*
 - September 2020- June 2023
- **Lancaster University**
— *English Literature & Creative Writing BAHons*
 - October 2017- July 2020

