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Fatima Mohamed

Driven individual and fast learner with strong academic skills and technical knowledge, enabling me to excel in a variety of roles. I am eager to apply my knowledge in legal theory and practical experience to a respected law firm. My experience as a paralegal has allowed me to excel in key areas such as legal research, case management, and client communication. It has also further sharpened my skills in legal research, document drafting, and case analysis, demonstrating my attention to detail. My ability to collaborate effectively in fast-paced environments, along with a passion for advocating for clients, positions me to contribute meaningfully to the firm's success. I am enthusiastic about the opportunity to grow professionally and contribute to the team's success.

EXPERIENCE

July 2024 – March 2025
Barings Law, Manchester

- Provided comprehensive legal support in Motor Vehicle Finance Claims, specializing in mis-sold car finance agreements.
- Conducted in-depth legal research, reviewed bank statements of clients to assess claim viability to determine the strength of clients' cases. I was able to demonstrate and develop my attention to detail.
- Given the opportunity to draft legal documents, including letter of complaints for clients. This has allowed me to develop my writing skills as well communicating important information to clients which has also allowed me to further develop my communication skills.
- Managed cases files, adhering to deadlines and ensuring efficient handling of multiple claims.

February 2023 - December 2023
Sales Adviser Boots - No7, Manchester, Trafford

- Contributed to the store's success by providing exceptional customer service, helping to increase client satisfaction.
- Consulted with customers to obtain a better understanding of their needs and make recommendations on appropriate products.
- Communicated with customers to determine needs, provide recommendations, and upsell services.

July 2023 - August 2023
Summer Internship McAlister Family Law, Manchester

- I was given the opportunity to explore different areas of law, including, Divorce and Finance, Child Protection Services, Real Estate, and Corporate.
- Child Protection Services included the completion of a SWET sheet which is an application for a care or supervision order and other orders such as a child arrangement order. This also included Legal Aid Tasks by being able to look at the role of CAFCASS and the role that they have to play in the welfare of the child.
- Divorce and Finance included looking at the changes made to divorce legislation and the impact that these changes had on divorcing couples. Completed an E-Financial Statement form on behalf of the clients. Drafted a consent order after reaching a financial settlement.
- Real Estate included drafting a lease and drafting a lease summary.
- Corporate included drafting an Engagement Letter of a corporate transaction. Completion of a Share Purchase Agreement. Drafting an ancillary document for a corporate transaction.

March 2022 - March 2022

Legal Taster Workshop Kuits Solicitors, Manchester

- Taken place over three days and upon completion I received a certificate from the firm.
- I was able to work with other students on numerous cases with qualified solicitors assisting us on this and advising us on the best techniques to approach each case. These tasks allowed me to implement my teamwork and problem-solving skills.
- I explored different areas of law including Litigation, Employment, Corporate, Banking, Intellectual Property, and Licensing.

EDUCATION

2021 - 2024

Bachelor of Laws (LLB) - Law with Criminology

University of Salford, Salford

Grade: 2:1

2019 - 2021

A-Levels

Connell Coop College, Manchester, MAN

English literature – B

Sociology – B

Law - C

2014 - 2019

GCSEs

Whalley Range 11-18 High School, Manchester, MAN

Maths – 4

English Literature – 5

English Language – 5

Science – 5

Religious Education – 4

History – 4

French - 4

