

# Mohammed Ali Liaquat

Blackburn Bb2 1er

[aliliaquat456789@gmail.com](mailto:aliliaquat456789@gmail.com)

+44 7926 900014

## Work Experience

---

### **Paralegal**

Clearwater solicitors - Burnley

November 2022 to Present

During my tenure at Clearwater Solicitors, I played a pivotal role in the firm's operations, specializing in file management and the handling of diverse cases, including personal injury and housing disrepair claims. My primary responsibilities encompassed gathering initial case information and reviewing specialist expert reports. I have also been able to successfully settle over 65 housing disrepair files within my time here.

### **Paralegal/Fee Earner**

Pearson Locke limited - Bolton

February 2021 to August 2022

During my time at Pearson Locke, I had a role in the team where I managed file handling for both RTA and PI cases. My key responsibilities included drafting part eight infant approval documents and establishing effective communication with new clients to obtain crucial details. Notably, I demonstrated my organizational prowess by successfully handling a substantial caseload of 90 files encompassing both PI and RTA cases. This experience highlights my strong multitasking abilities and attention to detail, making a valuable addition to my professional skill set.

### **Apprentice**

Baker and Coleman Solicitors - Blackburn

August 2019 to January 2021

In my role as a pre-litigation apprentice at Baker and Coleman, I took pride in orchestrating the entire claims process. From personally coordinating vehicle inspections with engineers to arranging crucial medical and physiotherapy sessions for our clients, every step aimed at ensuring their well-being and a robust case foundation. My hands-on approach extended to persistent follow-ups with third-party insurers for vehicle damage payments, and I meticulously handled the submission of claim notification forms, adding a personal touch to the efficiency of the pre-litigation workflow. As an apprentice I was to also successfully complete my level 3 business administration apprenticeship

### **Takeaway Assistant**

Popeye's - Blackburn

February 2016 to March 2019

I had worked at Popeyes for 3 years and in my time at Popeyes I had learnt a variety of different skills, such as serving and talking to disgruntled customers. I had also helped clean out my aswell as others workspaces. I had worked 6 days a week at Popeyes.

## Education

---

### **A Level in Business Administration**

Cube learning - Bolton

February 2021 to August 2022

### **GCSE or equivalent in Steps to success**

Training 2000 - Blackburn with Darwen

August 2018 to March 2019

## Skills

---

- Filing
- Data Entry
- Microsoft Office
- Outlook
- Organizational Skills
- Call Center
- Customer Care
- Customer Service
- Microsoft Outlook
- Billing
- Retail
- Typing
- Microsoft Word
- Front Desk
- Adobe Acrobat
- Time management
- Communication skills
- Leadership
- IT
- Organisational skills
- IT
- Analysis skills
- IT
- Schedule Management
- Project Scheduling
- Hospitality (2 years)
- Administrative & business operations (2 years)
- Community and social care (2 years)