

## **DEYAN PATEL**

**Mobile: 07401 977 318 | Email: patel.deyan@outlook.com**

A highly adaptable Law Graduate with experience working in Property Asset Management and Legal Advice. My degree has provided me with a multitude of varied legal knowledge in the commercial sector alongside practical research skills.

### **Qualifications**

#### **Keele University**

**2021-2024**

- Bachelor of Law Second-Class Honors (Upper Division –[2.1])

#### **Chigwell School**

**2014-2021**

- 3 A Levels (Biology, Chemistry and History)
- 9 IGCSE (Including Maths, English, Triple Science, History, Geography and French)

### **Employment History**

#### **Legal Advice Clinic | Keele University**

**Sept 2023-2024**

Student legal Advisor

- Student Advisor for both the commercial and small claims clinic.
- Worked under the supervision of a solicitor to provide legal advice to clients in person and online.
- One case involved providing advice regarding a negligence claim in a series of meetings to a client that resulted in an eventual successful claim by the client.

#### **Ballymore Group**

Accounts Payable Intern and Legal assistant

**Summer 2024.**

- Helped answer and deal with queries from suppliers.
- Chased and inputted invoices onto the system using Propman accounting.
- Creating excel reports to provide spending analysis.
- While working with BAML legal helped to draft landlord certificates, breach of leases as well as other legal documents.
- Worked on a data cleanse project using excel to consolidate BAML's large data portfolio in accordance with GDPR rules which was completed successfully.

Accounts and Credit Control assistant

**Summer 2023 & 2022**

- Became affiliated with Propman and Sage accounting software through inputting invoices.
- Worked to sort through the credit control inbox of around 10,000 emails which was done successfully. Resulting in the recovery of substantial outstanding funds.
- Worked with excel to compile reports or analyse invoice data.
- Directly interacted with leaseholders providing direct support to queries in accordance with the companies standards of practice.

#### **Pershing BNY Mellon**

**Summer 2019**

Work Experience

- Spent time with various departments including technology, compliance, risk, finance, operations and human resources.
- Was able to interact and shadow employees gaining an understanding of day-to-day operations.

**Chigwell Riding Trust****2018-2021**

Volunteer Work

**Tritons Swim School****2018-2020**

Swimming Teacher Assistant

- Taught children and adults of all ages
- Worked in a team to provide tailored lessons to students
- Would help to scout out students to pass swimming grades eventually joining the club

**Skills**

- Microsoft Excel, Microsoft Outlook, Monday Administration Software, Westlaw, Clio Legal Software, Sage Accounting, Propman Accounting.