

Khuram Iqbal
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Education & Qualifications

Professional Skills Course – Manchester **2019 - 2021**

Client Care, Professional Standards, Advocacy and Communication Skills, Time and Stress management, Employment Law – Practice and Skills, Financial and Business Skills

University of Central Lancashire – Preston **2016 - 2018**

LLM & LPC - Legal Practice Course - Pass

Edge Hill University – Ormskirk **2012 - 2015**

LLB Law – 2:1

Subjects studied – year 1

Legal Skills, Law of Contract, Law of Tort, Understanding Crime and Conflict

Subjects studied – year 2

Criminal Law, Property/Land Law, Constitutional Law, Critical Criminology theory and application

Subjects studied – Year 3

European Union Law, Equity and Trusts, Employment Law, Company Law, Tax Law

Blackburn College - Blackburn **2009 - 2011**

BTEC National Diploma Business & Legal – final grade - MMM

Witton Park High School **2005-2009**

GCSEs -

English, maths, science, business, and ICT – Grade C

Employment & Work Experience

Peninsula Business Services Limited – Employment Law Solicitor**April 2022 – Present**

Qualified Solicitor working in the employment law/commercial law department dealing with non – contentious and contentious matters, providing advice as well as drafting legal documents, advising on commercial contracts and agreements, dealing with Settlement Agreements and Directors Service Agreements, providing advice on Data protection law, liaising with third party Solicitors, ACAS, and Tribunals, dispute resolution, restrictive covenants, working towards set targets along with expanding on my legal knowledge in the employment law and commercial sector within a fast-paced environment.

Slater and Gordon Lawyers – Civil Litigation Solicitor**May 2021 – April 2022**

Qualified Solicitor working in the disputed claims department, working as part of a team, dealing with pre- litigated and litigated claims, full knowledge of Tikit claims management system, working towards targets and working to the best of my ability.

Accident Injury Solicitors – Civil Litigation Solicitor**January 2021 – May 2021**

Newly Qualified Solicitor working in the Litigation department dealing with personal injury matters from inception to completion, whilst also looking to expand on my legal knowledge and experience in other disciplines of law.

Accident Injury Solicitors – Trainee Solicitor**January 2019 – January 2021**

Training involved managing a mixture of Pre –Litigation and Litigation cases from client instruction to completion, working under supervision of a Training Principal, drafted proceedings, and other legal documents, working on deadlines, and working on set targets.

Accident Injury Solicitors – Pre-Litigation Fee Earner**November 2017 – January 2019**

Dealing with Pre – Litigated personal injury claims using Proclaim, liaising with insurance companies, Solicitors, and other interested parties, reviewing relevant reports, providing a valuation as per JC Guidelines along with keeping clients updated.

Keoghs LLP – MOJ/Pre – Lit Fee Earner**May 2016 – November 2017**

Reviewing claims upon receipt, Filing, and serving Acknowledgement of Service, working to set targets, drafting letters and emails, instructing Counsel, full knowledge of Visual files and Tracker case management systems along with experience of time recording/billing.

Keoghs LLP – RTA/costs Paralegal**February 2016 – May 2016**

Reviewing files upon receipt in order to assess costs in accordance with CPR 45, chasing payments and missing documents, requesting payments, and working to set targets.

Zenith Lawyers – Voluntary Work Experience**December 2014 – May 2015**

Opening new claims on Proclaim upon instruction and submitting Claim Notification Forms to interested parties.

Other experience

BT - Retention Advisor**August 2015 – February 2016**

Working in a call centre environment, receiving inbound calls dealing with customer complaints working as part of a team, working under pressure whilst remaining calm and collected along with working to set targets.

Greenwoods Menswear – Store Assistant**January 2008 – March 2008**

Dealing with customer enquiries and complaints, received deliveries, and ensured that they were correct, stored stock in the stockroom and working as a team member making sure all shop floors meet health and safety standards.

Skills, Abilities & Personal Attributes

- **Communication skills** - The ability to listen, question and articulate thoughts and ideas appropriately and produce written work that is legible, clear, and structured using correct spelling and grammar.
- **Teamwork** - The ability to work effectively with others on a common task; taking actions which respect the needs and contributions of others; contributing to and accepting the consensus; negotiating a win-win solution to achieve the objectives of the team.
- **I.T. skills** – Computer literate and able to use all technology devices.
- **Legal research** – The ability to use legal research databases such as Westlaw and LexisNexis due to education and previous work requirements.
- **Working to the best ability** – Always looking for a challenge in order to work to the best of my ability very keen to progress and can also be target orientated.
- **Determined, motivated and career focused** – Always prioritising work, looking for new challenges and looking to progress further in my career.
- **Punctual and confident** – Always punctual and very confident due to education and work experiences.
- **Legal experience** – ability to use the Proclaim case management system, experienced in dealing with matters in pre – Litigation and Litigation.
- **Target driven** – ability to work towards set targets and work under pressure.
- **Full UK driving licence**

References

Can be supplied upon request