

HUSNA SALIM

BURNLEY, LANCASHIRE

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PROFILE SUMMARY

As a recent law graduate, my career goal is to make a meaningful impact by upholding justice and advocating for the rights of individuals and businesses. I seek to secure a position in a reputable law firm, where I can apply my legal knowledge and critical thinking to address complex issues. I am committed to maintaining ethical standards, promoting fairness and equality, and using the law to protect the vulnerable. I am eager to learn, grow, and leave a lasting legacy as a compassionate legal professional dedicated to making a positive difference.

SKILLS AND ABILITIES

Legal Research: Proficient in using legal databases such as Westlaw and LexisNexis to conduct thorough legal research.

Time Management: Ability to handle multiple tasks and meet deadlines

Communication skills: Ability to convey complex requirements and specifications to suppliers clearly and accurately

EDUCATION

Bachelor of Laws with Honours

University of Liverpool

2020 – 2023

Level 3 BTEC Extended Diploma in Business and Law

Burnley College

2018 – 2020

Westlaw UK Basic Certification

Lexis+ UK Legal Research foundation certification

WORK EXPERIENCE

Administrative Assistant

June 2022 – November 2022

Burnley Plumbing Supplies

- Answering and directing phone calls, taking messages, and handling inquiries
- Accurately entered and managed data in databases and spreadsheets
- Collaborated with different teams, offering assistance and support when needed
- Maintained and organised files and paperwork

Crew Member

July 2018 – July 2020

McDonalds

- Collaborating with the team to meet daily sales targets
- Managed and monitored stock of items ensuring all items are always accessible for customers.
- Regularly promoted products to maximise sales
- Adapted well to a fast paced environment.
- Operated the drive thru, ensuring sales and service time are met

Teacher Assistant

November 2016

Reedly Hallows Nursery School

- Assisted in developing children's numeracy, literacy and language skills.
- Encouraged cooperative and respectful behaviour.
- Maintained clean and presentable classrooms and play areas.
- Consulted with other teachers and management as needed