

Professional Profile

A diligent astute paralegal, with proven track experience of working in the Governance, Procurement, and Information department at a national sized law firm, working closely alongside a wide ray of entities such as: social housing providers, charities, schools, and SMEs. Furthermore, I have also worked within Civil Pre-Litigation for a high street firm which entailed knowledge of the civil procedure rules and successfully negotiating settlements for clients.

Education & Qualifications

(September 2017 – August 2019)

(Manchester Metropolitan University)

Legal Practise Course/LLM (Immigration Law) – Pass

(September 2014 – July 2017)

(Manchester Metropolitan University)

LLB (Hons) – Second Class (Lower)

(September 2011 – July 2014)

(St Mary's College, Blackburn)

A Levels: English Language, Law, Sociology

(Grades A-C)

(September 2006 – July 2011)

(Ribblesdale High School, Clitheroe)

Achieved 8 GCSEs (Grades A-C) including English, Maths and Science.

Career Summary

October 2023 – August 2024

Walker Wise Solicitors – Paralegal (Employment Law)

- Collaborating with senior partners with matters concerning employment.
- Assisting both Respondent's and Claimant's in respect of employment matters.
- Preparing bundles ahead of trial dates.
- Conducting both contentious and non contentious areas of work.
- Drafting various legal documents such as; employment contracts, settlement agreements, consultancy agreements.
- Drafting legal articles
- Providing HR consultancy advice, in addition to drafting internal employment policies for various organisations.
- Ensuring court directions are adhered to.
- Attendance in the Employment Tribunal.

September 2021 – October 2023

Forbes Solicitors LLP – Paralegal (Governance, Procurement and Information)

- Assisting senior solicitors with matters pertaining to the public sector.
- Collaborating with senior solicitors in assisting various entities such as, charities, social housing providers and on matters of procurement and governance.
- Providing advice on regulatory requirements to ensure such entities adhere to their regulatory obligations.
- Conducting extensive research on the changes of the law
- Assisting the Data Protection Officer with internal data breaches as well as providing organisations with advice on matters of GDPR.
- Drafting articles on legal changes in the law and those matters that may affect our client's and those potential client's.
- Supporting clients with the formation of various charitable entities and incorporations.
- Interpreting constitutional documents and amending them to the needs of the client.
- Providing governance advice to various legal entities.
- Reviewing contracts.

November 2020 - June 2021

Kinetic Law Solicitors - (Legal assistant/Fee earner)

- Dealing with personal injury matters predominantly cases of road traffic accident.
- Instructing medical agencies to obtain the client's medical report and making sure the report is diligently reviewed.
- Obtaining documents and evidence in support of general and special damages.
- Navigating through the MOJ portal and uploading the client's evidence which can include the client's medical evidence, hire pack, engineers report, dependent upon the heads of losses the client wishes to claim for.
- Dealing with those matters which have dropped out the MOJ portal and proving rebuttal arguments to third party.
- Small claims issuing upon matters under £10,000, drafting the particulars of claim and N1 claim form.
- Drafting up witness statements in accordance with the court's directions.

January 2020 - August 2020

Equitas Solicitors Limited - (Paralegal/Legal Assistant)

- Setting up personal injury claims for clients through Proclaim and ensuring that clients receive all the relevant documentation to proceed further with their claim.
- Assisting fee earners in carrying out a range of tasks which include making sure that clients are updated on their current cases, amongst various other tasks which would include submitting client's cases through the portal.
- Instructing various third-party agencies such as insurers requesting various documents which include vehicle damage reports.
- Conducting general administrative duties.
- Carrying out conflict searches on behalf of clients.

Additional skills

- Substantial experience of conducting internet legal research, including using packages such as LexisNexis and Westlaw.
- Strong IT capabilities fully conversant with Microsoft Word, Excel and Power Point.
- Substantial experience of using case management systems such as Proclaim and Partner.
- Co-host Forbes "Let's Talk" podcast.
- Full Urdu and Punjabi proficiency.