

MAARIYA UL-HAQ

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Education

GCSE'S:

English Language: 6

English Literature: 7

Science: 7

Religious Education: 7

Urdu: 8

Geography: 6

Mathematics: 4

Spanish: 4

NVQ Level 2 Health and Social Care: Merit

A-LEVELS:

A-level English Literature: B

A-level Psychology: A

NVQ Level 3 Health and Social Care: Merit

DEGREE:

LLB Law with Honours 2:1

PROPOSED FURTHER QUALIFICATIONS:

LLM- Masters In Law 2024

Current Employment

Employer Name: Sofology/ DFS Group LTD (10/2022- Now)

Job Title: HR Compliance/Sales Associate

Sales Consultant which equips me with the knowledge on how to speak to customers in a professional setting and dealing with finances daily. I have then progressed within the company to HR which mostly entails dealing with financial matters and investigations of HR issues in regards to staff.

Previous Employment

Employer Name: Ernest Jones (03-2020-09/2021)

Job Title: Diamond Specialist Deputy Manager/Project Lead

As a diamond consultant having vast amounts of information at hand when selling and dealing with customers. Project managing staff, and major events within the company was also vital as part of my job role. Ensuring safety and data protection of buyers when dealing with all aspects of business.

Employer Name :TMC Solicitors (09-2020/09-2022)

Job Title: Pre-Litigation/Paralegal

My main jobs in this role entailed, Gathering Information, collecting and organising all relevant documents and evidence related to the incident in question, such as police reports, medical records, and witness statements, conducting investigations, drafting documents such as demand letters, settlement agreements. Communicating with clients in question and assisting the solicitors with settlement negotiations.

Employer Name: Pump St Garage (02-2018/12-2019)

Job Title: Receptionist

Managed phone inquiries, scheduled appointments, and coordinated meetings. Developed empathy and communication skills in high-intensity customer interactions.

Employer Name: AMT Solicitors (04/2017-02/2018)

Job Title: Receptionist Admin

Organising and scheduling time tables for court dates and solicitors.

Arranging and booking in appointments.

Calling colleagues and clients in regards to any issues or dealings with solicitors.

Skills Summary

I believe myself to be a Tech-savvy professional with a knack for quickly mastering new technologies. I am fluent in three languages, which enhances communication in diverse teams. typically I am recognised for strong organisational skills and focus that drives efficiency. I pride myself on being a fast learner, who is always ready to absorb new information. Radiating my positive, bubbly personality that fosters a happy and productive work environment is an asset I am proud of. I am well accustomed to working under pressure, demonstrating excellent time management skills and possess a desire for continual improvement. I am willing to take criticism, advice and responsibility as well as communicate information only to those who have the right at a need to know basis. I am consistent to legislations, policies and procedures resulting in effective responses. As I come from a legal/ HR background I understand the importance of data protection and confidentiality. I am confident in completing all tasks given to me to the best of my ability and knowledge.

