

Zunaira Aslam
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Profile

Devoted and skilled with a track record of providing litigation support, legal drafting, and research. capable of planning, analyzing, communicating, and developing relationships. Able to work both independently and collaboratively to satisfy clients. Friendly, self-assured, and with a solid work ethic. Eager to offer top-notch assistance in the next legal climate.

Education

(LPC) The university of law

(Part Time)

In progress

LLB(Hons), University of London

AUGUST 2020

Diploma in Common law, University of London

AUGUST 2016

A-Levels, Roots Millennium

AUGUST 2015

O-Levels, Pak-Turk International Schools and Colleges

AUGUST 2014

Employment History

United Solicitors, Manchester (JULY 2023 to SEPTEMBER 2023)

- Drafted and reviewed standard form commercial leases for retail and office spaces;
- Maintained leases files and prepared closing documents;
- Communicated with clients to ensure smooth transaction flow.

Azam Chaudhry Law Associates, Islamabad (SEPTEMBER 2021 to JULY 2022)

- Appeared in court on behalf of attorneys: presenting evidence, questioning witnesses, and arguing points of law;
- Drafted various court documents.

- Dealing with clientele on various legal matters:
Interacted with clients to gather information, answer questions, and provide updates on their cases, building rapport with clients and communicating effectively in a variety of settings.
- Conducting legal research: Conducted legal research to gather information about relevant laws, regulations, and case law, identifying and evaluating legal sources, and synthesizing and applying this information to cases.
- Interacting before the judges: Interacted with judges in a variety of settings, such as during court hearings and in chambers, presenting themselves professionally and courteously, and communicating effectively with judges.
- Preparing case briefs: Prepared case briefs, which are documents that summarize the facts of a case and the relevant law, identifying the key issues in a case and analysing and applying the law to these issues.

Sub Editor, Daily Ausaf Newspaper, Islamabad (Part Time)

JUNE 2021 — AUGUST 2021

- Grammar and spelling correction: Demonstrated the ability to identify and correct grammar and spelling errors in a variety of articles.
- Proofreading: I proofread articles for accuracy and clarity, ensuring that they are free of errors in grammar, spelling, and punctuation.
- Creating layouts to arrange text: Skilled in creating layouts for text, ensuring that they are visually appealing and easy to read.
- Fact-checking all content: Possessed the ability to fact-check all content, ensuring that it is accurate and up-to-date.

Legal Intern, A & J Legal Advocates and Consultants, Islamabad (Part Time)

FEBRUARY 2019 — NOVEMBER 2019

- Assisted my seniors during court proceedings: Provided administrative support to

attorneys during court hearings, including preparing exhibits, taking notes, and managing case files.

- Gained experience by working in the District Courts: Gained valuable experience working in the District Courts, where I was exposed to a variety of legal matters and gained an understanding of the court system.
- Improved my research skills: Developed strong research skills by conducting legal research on a variety of topics, including case law, statutes, and regulations.

Legal Intern, Sardar Muhammad Aslam Law Associates, Islamabad(Part Time)

JANUARY 2018 — DECEMBER 2018

- Handled the procedure for civil, criminal and family proceedings: Managed the legal process for a variety of cases, including civil, criminal, and family matters. This included preparing pleadings, conducting discovery, and attending hearings and trials.
- Legal drafting: Drafted legal documents, such as contracts, pleadings, and motions. This involved researching the law, writing clear and concise language, and following proper formatting.
- Prepared numerous legal documents including contracts, plaints, petitions and appeals: Prepared a variety of legal documents, including contracts, pleadings, petitions, and appeals. This involved researching the law, writing clear and concise language, and following proper formatting.
- Dealing with clientele and articulating various intricate matters regarding their cases: Communicated with clients to gather information, answer questions, and provide updates on their cases. This involved building rapport with clients, listening attentively, and explaining complex legal concepts in a clear and concise manner.
- Case filing: Filed case documents with the court, including pleadings, motions, and orders. This involved ensuring that all documents were properly filed and that the court had jurisdiction over the case.
- Conducting legal research for numerous notable cases: Conducted legal research on a variety of topics, including case law, statutes, and regulations. This involved identifying relevant sources of information, evaluating the credibility of sources, and synthesizing information to form an opinion on the law.

- Interacting before the judges during the course of trial: Appeared before judges to present evidence, question witnesses, and argue points of law. This involved maintaining professional decorum, being prepared, and being able to think on one's feet.
- Preparing case brief: Prepared case briefs, which are documents that summarize the facts of a case and the relevant law. This involved identifying the key issues in the case, analysing and applying the law to these issues, and writing a clear and concise summary.

Intern, Daily Ausaf Newspaper, Islamabad (Part Time)

FEBRUARY 2017 — NOVEMBER 2017

- Proofreading: Developed strong proofreading skills by carefully reviewing documents for errors in grammar, spelling, and punctuation.
- Fact-checking: Possessed the ability to fact-check information by verifying it with reliable sources.
- Reading articles: Demonstrated the ability to read and understand complex articles, extracting key information and identifying any potential errors.

Work Achievements: (In Legal Field)

- Received positive feedback from clients and attorneys.
- Successfully completed a difficult project.
- Made a significant contribution to the law firm's success.
- Improved efficiency and productivity.
- Developed new skills and knowledge (In

Newspaper Field)

- Designed pages and layouts that were visually appealing and easy to read.
- Met deadlines under pressure.
- Developed strong teamwork and communication skills.
- Demonstrated a commitment to excellence and accuracy.

Academic Achievements:

Merit in Admin Law

High Credit Conflicts of Law

Credit in Jurisprudence

Credit in Islamic
Law

Credit in Public Law

Extra-curricular activities

Moots Competitions, Islamabad School of Law, Islamabad

President of Drama Society at Roots Millennium

Vice-Captain of Basketball Team at Roots Millennium

Director of Registration Team in MUN

Volunteer, Pakistan Red Crescent Islamabad

Skills

Analytical Thinking

Microsoft Office

Microsoft Excel

Lexis +UK

Hobbies

Travelling

Books Reading

Photography

Basketball

Reference: Provided on request.

