

Muhammad Akhtar

Litigation Manager- Sharp, Smart, Intellectual and Commercially aware.

Bradford BD13

khalidcareers@gmail.com

+44 7449 650622

Senior Litigator/Manager RTA EL PL Personal Injury, Scottish Claims, Civil litigation and Consumer Credit disputes.

Open to new areas of law.

Willing to relocate: Anywhere

Work Experience

Litigation Manager

Baker Reign Solicitors - Bradford

Present

Managing and supervising staff & training trainee Solicitors dealing with personal injury files, civil matters and having my own litigated case load. From notice to trial up to multi track. Dealing with Applications such as disclosure, relief of sanctions, tomlin orders, PAD & challenging costs only proceedings. Reviewing and drafting statement of costs. Attending and conducting Stage 3 hearings and Application hearing for pre trial reviews and relief of sanctions. Dealing with civil litigation, debt disputes and complaints under the Consumer Credit Act.

Litigation Executive

Legend Legal merged with Baker Reign - Bradford

October 2017 to December 2019

Dealing with Litigated Claimant RTA EL PL Debt from inception to trial. Attending court & telephone application hearings. Dealing with Defence & Counterclaims, fraud, LVI Causation and many other areas. Using Proclaim & instructing counsel when needed. Training and supervising staff and trainee Solicitors to be competent within Personal injury and litigation process.

Senior Personal Injury Fee Earner

Kelda Group

November 2016 to September 2017

Fixed Term Contract- Defending complex claims involving YW assets. Dealing with EL/PL RTA Disease, Property Claims valued from £1k-£1million Caseload of 250 plus files. Dealing with MOJ portal all stages and outside of the Portal. Negotiating Part 36 offers, defending PAD applications and raising causation and split liability cases.

Litigation Executive

Minster Law Solicitors

April 2016 to November 2016

Locum Contract- Dealing with Pre-litigated Aged/Complex files. Approximately 200 pre-litigated files with a strong emphasis to issue or settle the file. Issuing Part 8 minor claims and Stage 3 adult claims.

Instructing counsel, valuing medical reports, reviewing addendum; neurologists and other specialists reports. Negotiating with the other side and counter offering on heads of claims such as loss of earnings, credit hire, loss of use and physio/psyche reports. Negotiating costs and disbursements.

Fee Earner

Good & Co Solicitors

February 2015 to April 2016

February 2015- April 2016

Fee Earner

Dealing with 450 pre-litigated files from inception to completion. Dealing with claims RTA, E/L P/L from Stages 1-3 on the MOJ Portal and outside of the portal. Negotiating Part 36 offers, credit hire, valuing medical reports and instructing Counsel for quantum advice.

Dealing with complex LVI, fraud, occupancy issues. Preparing and settling Part 8 Infant approval hearings. Drafting Part 7 documents to issue court proceedings. Dealing with Scottish Claims and MIB untraced/uninsured. Negotiating costs and disbursements on every file at settlement stage. Dealing with in house case management system and proclaim.

Fee Earner

Lyons Davidson Solicitors

June 2014 to November 2014

6 month FTC- Working in the specialist credit hire team. Negotiating quantum and liability with third party insurers and Solicitors. Reviewing offers and making counter offers to conclude the matter. Dealing with complex matters such as the need, period and rates of the vehicle and the test of impecuniosity. Targeted to issue 5 files per week. Billing own files, drafting letters and issuing court proceedings. Using a case management system to keep up to deadlines and going through 'to do' tasks generated on the system.

Fee Earner/RTA Personal Injury

Taylor Knight & Wolff Solicitors Wellington Street Leeds LS1

December 2011 to May 2014

Having a case load of 300+ pre-litigation files- Stage 1-3 on the Portal including Litigation. Using the system Pro-claim on a daily basis. Dealing with hire, storage and recovery, vehicle damage and loss of earnings on the files.

Negotiating effectively with Third Party Insurers and Solicitors for the best interests of the client to be fully compensated for the injuries sustained.

Making part 36 offers, letter of claim outside of the portal; dealing with MIB claims uninsured and untraced and attending courts for stage 3 minor infant approval hearings. Settling files monthly and issuing court proceedings.

Paralegal

Hansards Solicitors

September 2011 to November 2011

Working on Personal Injury files in Road Traffic Accidents. Submitting Claims on the Portal system using Pro-claim through to Settlement. Dealing with Claims out of the Portal system by drafting letter of claims and valuing the Claim according to the prognosis of the medical practitioner. Dealing with technical claims where liability is disputed and MIB cases. Meeting clients face to face to sign authorities and advising them with guidance from the Solicitor. Using the Pro-Claim software, internet, fax, scanning to be effective in the role.

Debt Litigation Case handler

Lowell Solicitors - Leeds

October 2007 to September 2011

Making financial arrangements for the customer to repay their debts and making them aware of the legal process. Challenging customers who refuse to pay. Managing their accounts purchased from reputable companies. Working towards daily and monthly targets. Executing warrants and charging orders and sending out legal letters and bankruptcy orders. Working independently on own caseload and reviewing accounts.

Claims Handler

07 NatWest Private Banking - Bradford

April 2006 to October 2007

Position: Private Banking Case handler

Dealing with affluent customers in U.K and abroad in writing and over the phone, processing mortgage and loan applications, and offering various additional products such as savings accounts and credit cards to maximize profits for the company. Dealing with financial transactions and credit checks on customers.

Sales Advisor/Supervisor

February Grattan PLC - Bradford

October 2000 to April 2006

Taking inbound call relating to catalogue orders, processing payments and dealing with customer complaints. Selling insurance products and various special offers of the day and giving a professional service to customers at all times. Supervising a team of 20 making sure we meet our sales targets & KPI.

Sales Assistant

Matalan Retail

August 1999 to September 2000

Working on the shop floor, operating till, offering store cards to customers to benefit from our latest offers and catalogues. Working under pressure In January sales and Christmas season.

Education

LLB in Law

University of Huddersfield - Huddersfield

June 2011

Business Advanced

Bradford & Ilkley College - Bradford

1997 to August 1999

GCSE

St. Bede's Grammar school

September 1994 to August 1997

Skills

- Web design (1 year)

- Proclaim (7 years)
- Microsoft Office (10+ years)
- Business management (2 years)
- Management (2 years)
- Banking
- Legal Research
- Negotiation

Languages

- English - Fluent

Additional Information

SKILLS & HOBBIES

Microsoft packages, Word, Excel, Spreadsheets, PowerPoint, HTML, web design. Love Boxing, poetry, martial arts, swimming and snooker.