**Ayesha Zafar**

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**Personal Profile**

A graduate student of class 2020 with Law with Management LLB degree, with a sound understanding of the practical aspects of law. I am consistently expanding my personal and professional growth to exceed in my goals. With the ability to adapt to different situations and confidently interact with people, I am now seeking a new challenge in the real law world.

**Education**

**Aston University (September 2016-Current) LLB Law with Management** (with placement year)

* Aston law cohort chair representative by being at the forefront in tackling issues and implementing change resulting in extra placement support.
* Mentor of a first-year law student in supporting their studies by providing platforms and guidance throughout the academic year.
* Working with the Aston Law Clinic to help start up business with any concerns.
* Paid Law advocate, promoting Law to upcoming undergraduates by visiting sixth form and college.
* Participating in the second stage of mooting competition to enhance my advocacy, legal research and writing skills in order to persuade the court by engaging with the Judge.
* Participating in the second stage of the negotiation competition where I developed an understanding of various skills such as compromise and reasonable approach.
* General secretary in Aston Islamic Society, coordinating the team and successfully executing high profile events.
* Aston Tedx director of sponsors/partnerships seeking to achieve low costs sponsors for the event

**Trinity High School (September 2014- June 2016)**

**A Level:** Business Studies (B) Media Studies (B) Psychology (C)

**St. Augustine’s High School, Redditch (September 2010 – June 2014)**

**GCSE:** 10 A-C GCSE Mathematics (B) English/Lit (B)

**Legal Work Experience**

***Browne Jacobson LLP – Internship (January 2020 – January 2020)***

* I understood how a national law firm operates and i gained great insight to the work of a lawyer in the commercial property department.
* I was able to understand in depth leases and contracts in commercial matters.
* Participated in initial instructions of a matter with the partners and observing how quotes are produced in a non-biased way.

***AKL Solicitors Ltd Real Estate Paralegal Paid Placement – (July 2018 – July 2019)***

* Working closely with the senior partner of the firm and successfully undertaking PA duties.
* Drafting contract reports, letters and emails to clients enhanced my ability to use legal language more regularly.
* Being responsible for residential freehold sale and purchase files by acting in the best interest for the client.
* Handling post completion formalities.
* Undertaking assignment of leases and being able to interpret apportionments.
* Understanding the law in divorce files.
* Working alongside counsel in litigation matters to gain the best outcome for the client.
* Developed a positive understanding on client relationships.
* Demonstrating a strong work ethic, consistently taking on workload to reduce pressure in the department.
* Enhancing the performance of AKL Solicitors Ltd within the property department by introducing E-conveyancing in daily working routine.

***Personal Support Unit - Advisor (September 2017 – February 2018)***

* Successfully guided many clients through their problems educating them on the correct procedures.
* Attending court hearings with clients has increased my confident skills.
* Continuously building on relationships as I believe understanding your client is key.
* Enjoy negotiating on settlements as it actively pushes me to listen more effectively

***Citizen Advice Bureau - Advisor (July 2017 – January 2018)***

* Working as a debt advisor has helped me appreciate the need to have structure and goals in conversations.
* I understand now how important it is to have an open mind when dealing with clients and I am continuously working hard to excel in this.

***Bank Solicitors (August 2015 – August 2015)***

* Gained insight into the daily life of a lawyer.
* Deep dived into family law by having the opportunity to observe multiple clients and cases.

***Additional Work experience***

***Freelance GCSE Tutor Self Employed - (June 2017 – August 2018)***

* Strong capability in adapting to individual needs including special needs.
* Proven record of building trust and maintaining sound relationships with my students.
* Constantly seeking constructive feedback to further enhance my skills.
* Helped individuals to progress from a C/5 to a B/6.

***ASDA - Checkouts (November 2016 – July 2018)***

* Recently changing the technology has driven me to learn quickly and also lead others in their journey.
* Due to frequent low staffing, working under pressure has increased my resilience.
* Being awarded for best customer service of the month.

***BHS Redditch – Sales Assistance (February 2014 – August 2016)***

* Worked in all departments from women’s wear to footwear, through my motivation I became a kids-wear and lingerie specialist.
* I was one of the few who were selected to be trained in customer service and won a best employee of the month award.
* I had added responsibility of cashing up and keeping on track of week on week profit.
* Nominated to support and guide new employee in their role.
* Taking on supervisory responsibility when staffing was low, by using initiative and completing the work.

***Pertemps Recruitment Agency, Redditch (June 2012 – July 2012)***

* My responsibilities included handling client’s personal information ensuring strict confidentiality
* My work was highly commended and I was offered a permanent position at the end of my work placement.

**Extracurricular Activities**

* Make up enthusiast.
* Climbed mount Snowden and raised £450.
* Weekly netball player.
* Regular swimmer.
* Joined the Young Enterprise program, I was the sales director.
* Accomplished the Gold Duke of Edinburgh.
* Keen traveller.

**References available upon request**