

# Name

**Address:**

**Email:**

**Mobile:**

## Educational & Qualifications

Buckinghamshire New University (High Wycombe) Sept 2013 to June 2016  
LLB (Hons) Law second class lower division (2:2)  
1<sup>st</sup> year modules: Criminal law, Contract law, English Legal System and Legal Skills  
2<sup>nd</sup> year modules: Public law, European Union law, Tort law and Family law and Personal development 2.  
3<sup>rd</sup> year modules: Land law, Equity and Trust, Child law and Personal development 3 and Medical law.

- Dissertation on Child law which was a 2:1

### Cheney School (Oxford)

A-Levels: Sociology (C) Business Studies (Distinction\*) 2013

GCSE's: 9 A to C's 2010

## Employment History / Voluntary Experience

### **Agnes Smith Advice Centre (Oxford)**

October 2019- March 2020

#### **Caseworker assistant volunteer**

Responsibilities:

- Carrying out benefit checks and identifying entitlements
- Completing applications forms for disability and benefits
- Recording follow-up actions
- Using a database for client records and updating information
- Working with vulnerable clients
- Helping clients to understand benefit decisions and challenge as necessary
- Advising on procedures for review and appeals on benefit decision as appropriate
- Drafting letters /Document

**(Oxford)**

October 2018- Present

#### **Medical Receptionist**

Responsibilities:

- Dealing with patient queries both on the phone and face to face
- Scheduling and rescheduling appointments in person and over the telephone
- Processing repeat prescriptions
- Call handling
- Liaising with GPs, Secretaries and pharmacists.
- Greeting and directing patients.
- Managing incoming and outgoing post
- Filing of documents and correspondents
- Maintaining confidentiality

**Jon Richard (Oxford)**  
**Sale Consultant**

November 2017 – June 2018 (21 ½ H/PW)

**Responsibilities:**

- Resolved customer enquiries, aided customers in their purchases.
- Manually reviewed stock levels on shop floor and stockroom and placed orders accordingly.
- Managing the till by processing transactions and counting the cash transactions for 'cash-up' and locking up at the end of the trading day.
- Promoted seasonal sales through displaying appropriate sale merchandise with correct merchandising accessories such as posters and banners and displayed new pricing labels.
- Received training and researched into the full range of Jon Richard's product and explained to customers the quality of the products, whilst explaining to customers what type of jewellery would be best for certain occasions, increasing the incentive to buy therefore expediting the sales.

**Volunteer at Oxfam Shop, (Oxford)**

July 2014- Sept 2015 (4 ½ H/PW)

**Responsibilities:**

- Resolved customer enquiries, replenished stock to ensure availability to customers, reduced costs of items, displayed reduction labels on items, and negotiated with customers while ensuring smooth running of the store.
- Managing the till by processing transactions and counting the cash transactions for 'cash-up' and locking up at the end of the trading day.
- Displaying the merchandise appropriately by steaming and pricing the clothing, categorizing and organising donations and gift aiding the merchandise.

**Other Skills and Qualifications**

- Daily use of Microsoft Office including, Word, Excel and PowerPoint
- Lexis Nexis and Westlaw certificates
- A full, clean UK driving licence
- Languages: Fluent in Urdu, Punjabi, and English.

**Other Interests and skills**

- I enjoy keeping active by going to the gym and participating in various fitness classes, which not only gives me the opportunity to stay fit and healthy ,but allows me to meet new people and develop my social skills outside of a working environment.
- I am part of a book club where we chose a book to read each month and then get together to discuss.
- Once or twice a month I go to observe cases at the Magistrates Court in High Wycombe and Oxford.