

Sundip Jones

10 Liverpool Hill, Liverpool, Merseyside, L69 7ZA

Mobile: 07888 5691010 / Email:

sundip.jones@myemail.com

EDUCATION**2012 – 2016****University of Liverpool, Liverpool**

LLB (Hons) (2:1 achieved in 1st and 2nd Year) Modules include
Employment Law and Immigration Law

2005 – 2012**Hope High School, Hillingdon**

A-Levels: English (A), History (B), French (B)

9 GCSEs: 1A*, 3A, 4B, 1 C (including Maths and English)

LEGAL EXPERIENCE**Aug 14 – Aug 15 Tench & Co, Hayes (Paralegal)**

- Working as a paralegal in the claimant Personal Injury Department of this highly regarded ten-partner Civil Litigation law firm.
- Supported a team of four lawyers on complex personal injury cases and clinical negligence.
- Early responsibility for a caseload of up to 30 RTA fast track claims, with minimal supervision.
- Confident user of the DPS Personal Injury Case Management system.
- Dealt with cases from outset to their conclusion to include daily liaison with clients, counsel, medical experts and insurers.
- Carried out legal research and assisted with preparing bundles for court.
- Experience gained in drafting a range of legal documentation to include letters of instruction to clients, briefs to counsel, pleadings and witness statements.
- Attended client meetings with solicitors and conferences with counsel, taking detailed notes.

Sept 2013 Osborne Baker, London (1 month Work Placement)

- Won first place in Osborne Baker Commercial Law Essay-Writing Competition, for which I gained four weeks work experience at this full-service City firm.
- Spent a week with the Corporate, Real Estate, Insurance Litigation and Private Client teams.
- As part of a team of four, created and delivered a 15 minute presentation to a panel of three partners and the graduate recruitment manager. Our topic was the challenges and opportunities facing commercial law firms in the current global marketplace. We were commended for our thorough research and one partner noted that I had dealt with a difficult question very effectively.

Aug 2012 Mainwaring Chambers, London (3 day Mini Pupillage)

- Shadowed a specialist criminal barrister, attending hearings in the Crown Court each day observing a range of trials such as aggravated burglary, sexual assault and drugs related offences. Had the opportunity to discuss specific aspects of cases with the barrister.

Jul 2011 Chapman Finch LLP, Uxbridge (2 weeks' Work Experience)

- At this family law practice I shadowed a senior solicitor and sat in on client meetings where matters such as divorce, contact arrangements, adoption and care proceedings were discussed.
- Read case files, drafted client letters, under supervision and conducted research on the Family Law Act 1996 and wrote up a summary of my findings for the solicitor.
- Attended court sitting behind counsel, took notes and observed client conference with counsel.

NON-LEGAL WORK EXPERIENCE

Sep 10 to date Mujara Holdings Ltd, London (Commercial Assistant)

- Part-time team member of family business employing 20 staff, with an international operation and customer base.
- Deal with compliance issues with regard to import and export procedures and help prepare company accounts for audit.
- Contribute to ideas for new product lines and markets and have developed strong internal and external relationships, increasing sales revenue in my area by 30% in the last two years.

Jul 2013 PricewaterhouseCoopers, London (3 week Summer Internship)

- Experience gained in the Audit and Corporate Tax Departments. Researched the assets and profitability of client companies and their suppliers.
- Experienced a takeover bid for a UK manufacturing company by an international rival and the tax savings achievable through an offshore operation.
- Carried out basic accounting procedures and gained understanding of balance sheets.

2010 - 2012 ProTemps, Uxbridge (Customer Services Assistant)

- Retail contracts gained through this agency that specialises in temporary contracts.
- Part time work during term time in offices and shops, through which I have learned to quickly adapt to new teams and work with a broad range of people and office systems.

ADDITIONAL INFORMATION

Law School Activities

- Elected Member of Law Department's Staff/Student Committee (2012-2014)
- Active member of the Student Law Society and have participated in internal mooting competitions and attended talks and skills sessions run by practising solicitors
- Participated in the Fraud Examination Course/Pro Bono activities (Oct 12-Apr 13)

IT Skills

- Fully conversant with all aspects of Microsoft Office (advanced Excel skills)
- Used LexisNexis and Westlaw legal databases at university and in workplace
- Good working knowledge DPS Personal Injury Case Management system

Languages

- English and Urdu (fluent)
- Arabic (intermediate written and spoken)

Interests

- Enjoy competitive sport and play in Liverpool badminton and volleyball teams
- Build kit cars and race them at events

REFERENCES AVAILABLE ON REQUEST