

# ALYAH ABDULRASHID

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## CONTACT

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## EDUCATION

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- March 2020-present, **FE-1 Examination**, Law Society of Ireland.
- 2015-2018, **BCL Law and Business**, Maynooth University. Result: 2.1 Honours.

## PROFESSIONAL EXPERIENCE

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### **July 2019- present, Depository/Trustee Specialist (client onboarding), State Street International (Ireland)**

- Assisting in the process of client on-boarding including setting up meetings with clients, ensuring both parties understand their responsibilities, receiving the appropriate documentation, and carrying out necessary reviews.
- Ensuring that “Due Diligence Questionnaires’ are issued to the funds’ management companies (MANCO’s) and Alternative Investment Fund Managers (AIFM’s).
- Ensuring that the Operating Memorandums (Service Level Agreements) are updated accordingly on an annual basis.
- Analysing documents and performing background checks to ensure compliance with requirements of the CBI.
- Communicating with clients to ensure all documentation is up to date and policy standards required are being met.

### **Sept 2018- June 2019, Depository/Trustee Specialist (operations support), State Street International (Ireland)**

- Assisted with the review of fund documentation and programmes to ensure appropriate monitoring of funds.
- Completed reviews of funds to ensure compliance with regulatory investment restriction and borrowing power limits, and ensured any breaches identified were rectified in a timely manner.
- Assisted with the review of the operational departments to ensure funds are being administered in accordance with fund documentation/regulations.

**June- Aug 2018, Depository/Trustee Services Intern, State Street International (Ireland)**

- Completed daily hedging, stock-lending, and loan reviews.
- Organised and created control sheets on Microsoft Excel.
- Communicated with clients daily via email and telephone.

**July 2016- Aug 2017, Social Media and Administration Intern, H&V Sales Ireland Limited**

- Assisted in the development of the company website.
- Assisted in planning and management of the warehouse clearance sale project.
- Welcomed customers in the showroom and assisted in meetings with clients.
- Planned and executed the development of the Instagram page and managed the company Facebook page.
- Matched company purchase orders to delivery dockets and invoices.

**NON-PROFESSIONAL EXPERIENCE**

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**Oct 2016- Jan 2017, Sales Assistant, Heatons**

- Assisted and communicated with customers.
- Integral part of large sales team.

**INTERESTS AND EXTRA-CURRICULAR ACTIVITIES**

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- **2011-2013, Member Comhairle na nOg:** youth council that gives young people the opportunity to be involved in the development of local services and policies.
- **2019- present, Study Blog on Instagram (@StudyLawIre):** creation of a blog documenting the journey to becoming a solicitor. This involves communication with law students globally, advice around the process of studying for the FE1's, and general study and exam tips.
- **Volunteering:** Barretstown, Special Olympics Ireland and Islamic Relief Ireland, NEIC Work Experience Initiative.