**Aman Afzal**

**Address:** 1 Finnsgreen, Lucan, Dublin

**Phone Number:** +353 87 705 7432

**Email:** amanafzal5435@gmail.com

**Education**

*Law Society of Ireland, Dublin* (October 2021- Present)

**FE1s:**

* 7 out of 8 completed, passed on the first attempt

*Maynooth University, Kildare*  (September 2018 – November 2022)

**Bachelor of Laws (LLB)**

Graduated with a 2nd Class Honours Grade I in November 2022. Grades include the following:-

* EU Law, 70%
* Dispute Resolution, 76%
* International Law, 70%
* Moot Court, 71%
* Administrative Law, 74%

*Adamstown Community College, Dublin* (August 2011 – June 2017)

* **Leaving Certificate**
* **Junior Certificate**

*Esker Educate Together National School, Dublin* (August 2008 – June 2011)

**Experience**

*ByrneWallace LLP, Harcourt Street, Dublin 2*

Company Secretarial Assistant, Corporate Secretarial (January 2023 – Present)

* Assisting with managing a varied portfolio of clients across industry sectors
* Advising clients when their annual returns are due and preparing filings and board minutes/resolutions
* Drafting of documents for incorporation of companies
* Preparation and filing of statutory forms with the CRO and notifications to the RBO
* Attending client AGMs and board meetings
* Arranging matters in relation to legalisation of commercial documents, liaising with notary, Department of Foreign Affairs and relevant embassies
* Maintaining statutory registers and company minute books
* Reviewing documents for quality, consistency and content

Paralegal, Corporate Department: (July 2022 – December 2022)

* Liaising with clients in relation to the submission of documents in accordance with anti-money laundering requirements
* Creating transaction bibles and accurately recording client files to the filesites
* Reviewing and comparing updated contracts for quality, consistency and content
* Undertaking research for fee-earners such as on the subject of partnerships, life sciences, restrictive covenants and interim and final dividends
* Assisting with electronic signature processes on corporate transactions using Docusign
* Contacting clients with relation to registered office post
* Drafting corporate governance memos for publication on the ByrneWallace LLP Insights webpage

*IMK Law Solicitors, Mountjoy Square* (June 2020 – December 2020)

Paralegal, Immigration Department:

* Liaising with clients in relation to queries on the progress of their cases
* Drafting letters to clients with the status of their cases
* Liaising with the Department of Justice
* Maintaining hard copy of client files
* Reviewing contracts for grammar, punctuation and spelling errors

**Achievements**

*Certificate for Outstanding Performance in History,* Adamstown Community College 2014

* Obtained 100% in a mock Junior Certificate exam and topped the year out of +150 students.

*‘Certificate of Merit’* and *‘Top Student Award’*, Adamstown Community College 2011 – 2017

* Awarded on several occasions during my time at Adamstown Community College for acknowledgement of outstanding behaviour and work ethic in 3rd, 5th and 6th year.

*Certificate of Completion: CSS*, Codecademy 2022

* Self-taught to code with Cascading Style-Sheets used for describing the presentation of a document written in a markup language such as HTML.

*Certificate of Completion: HTML*, Codecademy 2022

* Learnt HyperText Markup Language which is designed to be displayed in a web browser using coding.

*Cyber Security Global Virtual Internship Certificate*, Clifford Chance 2021

* Interned in the Clifford Chance Virtual Experience Program. Gained insight into:

- Practical guidance on an ICO Dawn Raid

- Assessing the legal situation after a data leak and taking the necessary steps

- Responding to data-related damages claim.

*Professional Skills and Commercial Awareness Certificate,* BPP University 2018

* Participated in an all-day workshop at BPP University where I successfully carried out multiple tasks relating to professional skills and commercial awareness in a mock interview and negotiation exercise.

**Extra-curriculum**

*Cricket,* Adamstown Cricket Club (August 2018 – Present)

Involved in a cricket club in my locality. We have games every weekend and training 3 times during the weekdays in the evenings. I joined the club from a young age and due to my performance they let me play with the adult team. We have tried to qualify for the Leinster Premier League but did not make it. Our efforts and teamwork has been mentioned of in the local papers.

*Gym*, Club Vitae, Liffey Valley (March 2019 – Present)

I go to the gym with my friends twice a week.

*World Affairs*

I am greatly invested in world affairs and possess strong knowledge of the wider political stage.