

AQDAS SYEDA

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PERSONAL PROFILE

I am a strong driven aspiring solicitor with valuable experience in a top tier law firm and in significant client facing roles. I provide clients with first-class service and I enjoy effectively communicating complex matters to meet each client's needs. I am passionate about corporate law, and am excited to advance my career in the field.

EDUCATION

Dublin City University | Bachelor of Civil Law (BCL) **Sept 2021 - May 2024**

- Honours 2:1

Ashfield College | Leaving Certificate **Sept 2018 - May 2020**

- 520 points

PROFESSIONAL EXPERIENCE

Senior Immigration Analyst | Fragomen, Del Rey, Bernsen & Loewy LLP **June 2024 - Present**

- Providing prompt responses to inquiries from foreign nationals and corporate clients, ensuring they are updated on the progress and status of their cases.
- Ensuring all casework follows company policies and complies with regulatory requirements, including data privacy standards.
- Preparing and drafting employment permit applications, entry visas, and immigration documents for multinational clients under the Manager's supervision.
- Working closely with managers, HR teams, and other stakeholders to troubleshoot cases and establish strategies for resolving complex issues.
- Advising clients on complex immigration matters including up to date compliance adhering with new regulations
- Contributing to discussions around best practices and upcoming projects, focusing on improving protocols and technology use for greater efficiency
- Part of The Metal Health Allies Team and Wellbeing committee to promote a positive work-life balance.

Supervisor | Swarovski **May 2022 - June 2024**

- Promoted within five months due to demonstrating a strong motivation, results-oriented mindset, and the ability to provide innovative solutions to complex client issues.
- I assisted a large-scale renovation, managing deliveries and ensuring the safe, temporary storage of high-value assets, while coordinating closely with key stakeholders.
- Drafted daily reports and played a key role in managing monthly KPI targets, monitoring performance, and creating improvement plans to drive operational success.
- Effectively led a team, teaching sales strategy development and providing superior client services while managing the demands of full-time study
- Drove operational excellence and exceeding sales targets with loyal clients, surpassing €125,000 in sales
- Collaborated with managers from several districts, effectively navigating a store rebranding
- I leveraged my adaptability to facilitate new staff integration and training

- Attended sessions on private equity and due diligence, using this information in a case study to show how low capital expenditure influences private equity clients
- Networked with a range of legal professionals and aspiring solicitors
- Gained an insight into how to draft, review and negotiate transaction documents for corporate mergers and acquisitions.

Legal Assistant | Abbott Solicitors LLP**Sept 2021 - July 2022**

- Interned with dedicated and accomplished legal professionals in managing complex immigration law, family law, property, and pro bono cases
- Gained knowledge in immigration law focusing on employment-based visas, citizenship applications and deportation defence
- Increased proficiency in family law matters encompassing divorce and separation and child custody
- Acquired vital research and legal writing capabilities while increasing communication skills under deadlines
- Worked with clients and answered queries to alleviate stress, fostering a positive client relationship

ACHIEVEMENTS, INTERESTS, AND ROLES OF RESPONSIBILITIES

- **Islamic Society DCU - First Year Representative and Public Relations Officer**
 - Proven track record for positive change - managed to reach 1000 followers on Instagram within first three months
 - Collaborated with Students on changes to implement
 - Discussed matters with relevant stakeholders on how to implement these ideas
 - Listened to queries and presented them with the board
- **Irish Pakistani Professionals Association - Youth Group Leader**
 - Hosted and invited guest speakers such as TD Jack Chambers to speak on matters of law to students interested in the field.
 - Helped organise events that help promote integration of Pakistani Professionals without compromising on cultural values.
- **The Citizens Foundation - Volunteer**
 - Constituted a dinner followed by a musical evening where we raised over €56,064 for young girls in education in Pakistan
 - I was the head volunteer responsible for the organisation of the first event in Ireland for TCF attended by over 200 people.
- **Run in the Dark**
 - Ran 10k in order to support and raise money to cure paralysis

Achievements and Interests

- Poetry Aloud Finalist in the National Library of Ireland
- Played the guitar for school jazz band
- I am an avid chess player and have played in numerous local competitions, winning 'best girl'

SKILLS

- Strong drafting, and communication skills
- Strong attention to detail
- Excellent analytical and problem - solving skills
- Proven ability to manage multiple tasks and work under tight deadlines in both self - driven and team environments.