




## Contact Details:

 Bridgemore Upper Mell,  
Drogheda, Co. Louth, Ireland

 (+353) 83 364 1139

 [mabukhad@tcd.ie](mailto:mabukhad@tcd.ie)

 [Click here](#) or Scan QR Code  
(Lets connect!)

## Achievements and Skills:

### Volunteering:

#### **Drogheda & District Support 4 Older People** | 2019-2020 |

Fortunate to have volunteered with the "Care & repair team" for elderly members of the community, this included:

- Painting homes.
- Gardening.
- Handy work.
- Deliveries (During the COVID-19 pandemic).

#### **Mosney Refugee Centre** | 2019-2020 |

Volunteered with the Mosney Homework Club. Helping children displaced from many parts of the world. I was tasked with aiding pupils with homework and engaging in after school events.

### Activities and Interests:

- **Scuba diving** – Beginner.
- **Boxing** – Assistant Coach. Drogheda Boxing Club.
- **Chess**- Avid member of the Drogheda Chess Club.
- **Coding**- Avid Python coder creating my own codes and engaging in fun projects.

### Languages:

- **English** – Native.
- **Arabic** – Native.
- **French** – Advanced.

# MAHMOUD B. ABUKHADIR

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## PROFESSIONAL SUMMARY

Motivated and dynamic corporate paralegal with over three years of experience on a mission to push the boundaries. Proven skills to handle multiple projects simultaneously under deadline pressure in a fast-paced environment. I am resilient under pressure, enjoy collaborating in teams and bring sense of humour positivity and a high level of professionalism. Through my previous experience, I am dedicated to accomplishing project goals with a sound work ethic. I hold a broad range of interests in many practice areas, including Competition, Litigation, M&A, Corporate Governance, Dispute Resolution, and Fintech, demonstrating flexibility and intellectual curiosity.

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## EXPERIENCE

### **Senior Paralegal** | May 2023 – August 2024 | **DWF LLP**

- Support Partners, Senior Associates and team with first-level review discovery processes in complex construction litigation and arbitration cases, including construction, major injury, and insurance matters, ensuring keen attention to detail and adherence to legal protocols.
- Reviewed briefs, motions, defences, and meticulously prepared case briefs and legal documents, contributing to the critical presentation of legal arguments and evidence in proceedings with a very high standard for accuracy.
- Conducted in-depth research on significant legal reforms, staying abreast of evolving laws and regulations to inform strategic decision-making in a fast-paced environment.
- Drafted legal documents, letters, and correspondence with a high level of accuracy.
- Regularly attended court, effectively delivering case memoranda and providing invaluable support to legal teams during hearings and trials.
- Maintained and organised records and database for legal documents and assumed responsibility for various administrative duties, including overseeing printing tasks and collating documents.
- **Top performer** in the Dublin office and among the top 20 globally in chargeable time and revenue for the financial year 23/24, demonstrating a strong work ethic and efficient working style.

### **Legal Researcher** | March 2022- March 2023 | **Martin Hayden SC Chambers**

- Reviewed briefs and drafted comprehensive legal documentation across multiple practice areas, including Competition, Personal Injury, Commercial Property, Banking and Finance, and Aviation, in anticipation of litigation, ensuring thorough preparation.
- Conducted extensive legal and academic research, encompassing case law and legal reforms, contributing significantly to the development of legal arguments and evidence for various proceedings.
- Maintain the filing system and efficiently handle printing tasks, ensuring organisation for Counsel in preparation for proceedings.
- Acted as a key liaison between Counsel and legal teams, facilitating effective communication and collaboration to streamline workload.

## **IT & Research skills:**

### Microsoft Office Suite

- Word.
- Excel.
- Power Point.
- One Note.

### Adobe:

- Adobe X Pro.

### Legal databases:

- LexisNexis.
- Westlaw.
- Justis.
- Curia.

### Document management:

- FileSite.
- High Q.
- Clearwell.
- Relativity.
- Intranlinks.

## **Awards and competitions:**

### **Highly Commended**

Undergraduate Awards  
| 2016 |

### **Winner**

Thomas Addis Emmet Fellowship  
| 2015 |

### **Winner**

A&L Goodbody Bold Ideas  
Award  
| 2012 |

- Regularly attended court sessions to provide dedicated support to Counsel, demonstrating flexibility and intellectual curiosity in executing legal strategies.

## **Data Analyst | November 2021 – March 2022 | KPMG Ireland**

- Conducted data remediation of large-scale property transactions, reviewing legal title and financial issues with meticulous attention to detail and accuracy.
- Completed due diligence tasks within specified deadlines and conducted Land Registry and Registry of Deeds searches.
- Collated documents across multiple internal systems and supported legal teams in addressing property-related matters.

## **Paralegal | February 2020 - March 2020 | KBC Bank Ireland Plc**

- Conducted house searches on the sale of a large-scale loan portfolio, reviewing property and flagging title issues using relevant legal documentation.
- Conducted house due diligence to ensure compliance with and maintain adherence to regulatory matters
- Manage and organise the property database, meeting deadlines with close attention to detail.

## **Paralegal | August 2016 – January 2018 | Arthur Cox LLP**

### **PDMU (Project and Data Management Unit):**

- Conducted due diligence on the sale of loan books, including physical reviews of title deeds and conducting searches in the Land Registry and Registry of Deeds.
- Performed computer-based document reviews and administrative tasks to support legal teams, ensuring accuracy and efficiency.
- Collaborated with partners and associates to analyse complex legal documents and extract important data.

### **E-Discovery Unit:**

- Reviewed and discovered documents for regulatory requests, preparing evidence for tribunal proceedings with keen attention to detail.
- Conducted legal research tasks and provided support to associates and partners as needed.
- Utilised and gained significant experience with E-discovery tools including Clearwell and Relativity to undertake document reviews.
- Managed administrative tasks to maintain efficiency within the unit.

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## **EDUCATION**

International & European Business Law (L.L.M) **Trinity College Dublin** | 2020-2021

**Overall Grade:** 69% - Upper Second-Class Honours (2:1).

Bachelor of Law (L.L.B) **University of Galway** | 2014-2015

**Overall Grade:** 70.08% - First Class Honours, (1:1).

Bachelor of Corporate Law (B. Corp Law) **University of Galway** | 2011-2014

**Overall Grade:** 67% - Upper Second-Class Honours (2:1).

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**REFERENCES - AVAILABLE UPON REQUEST**