**Manal Awan**

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**EDUCATIONAL QUALIFICATIONS:**

2012 – 2016: University College Dublin

*Bachelor of Business and Law (BBL) – Second Class Honours, Grade 1*

**ACADEMIC ACHIEVMENTS**

* July 2013 - University of London, School of Oriental and Asian Studies *‘Law, Multiculturalism and Human Rights’*
* UCD Entrance Scholars 2012
* Scored 540 points in the Leaving Certificate 2012
* Finalist in Deloitte Innovation Challenge 2015

**WORK EXPERIENCE:**

**Tax Intern** June – Aug 2015

Deloitte

* Prepared corporation tax packs
* Prepared fx calculations on foreign bank accounts and book to tax reconciliation
* Calculated client fees
* Took minutes of meetings and prepared file notes
* Prepared audit memos
* Worked closely with a director of the department on specific client cases and US FATCA filings
* Took part in voluntary work through Deloitte’s ‘Impact Day’ initiative

**Ordinary Committee Member** April 2015 – April 2016

UCD World Aid Society

* Recruit new members to society during freshers week
* Help organise and run charity events
* Raise money for charities

**Marketing Manager** Dec 2014 – Feb 2015

UCD Student Union Fashion Show

* In charge of promoting the fashion show through social media
* Manage all marketing materials including posters around the campus and flyers
* Responsible for securing brands and sponsors

**Intern** Aug – Sept 2014

Amoss Solicitors

* Drafted document schedules, letters and memos
* Checked off document schedules
* Helped close files by checking balances, that certain household charges were paid, what fees were outstanding, etc.

**Volunteer** June – July 2014

Na Bootique Charity Shop

* Assisted and served customers
* Assisted in processing stock, including sorting and pricing donated items
* Promoted public awareness of the charity – helping children with cerebral palsy
* Given responsibility of the till, and opening/locking up the shop

**Secretary**

UCD Film Society April 2014 – April 2015

* Executive role, work with Auditor and Treasurer to ensure that the duties of the committee members are fulfilled
* Responsible for all correspondence & keeping a record of the minutes of all meetings
* Must maintain a frequent bulletin informing members of news and events
* In charge of the nomination and election of the elected committee at the AGM

**Volunteer Computer Tutor**  Feb – March 2014

Getting Started Age Action

* Taught the elderly how to use a computer

**Marketing Manager**  Jan – Feb 2014

Nissan Generation Next UCD Fashion Show

* In charge of promoting the fashion show through social media
* Recruiting potential models for auditions
* Manage all marketing materials including posters around the campus and flyers
* In charge of ticket sales
* Ensured that everything runs smoothly and in the correct order

**Peer Mentor**  Sept 2013 – Jan 2014

University College Dublin

* Introduced new students to each other and to the campus
* Shared my personal experiences from first year with them
* Encouraged them to get involved in the various activities on offer at UCD
* Provided support and encouragement in the case of any problems or concerns

**Ordinary Committee Member** April 2013 – April 2014

UCD Film Society

* Recruit new members to the society
* Help out at the bi-weekly screenings
* Promote the 2014 Filmsoc Ball and other annual events

**Leaving Certificate Attendant**June 2013

Institute of Education

* Checking that everything was running smoothly in each centre

**Intern** July 2012 Valentia Technologies

* Worked on new website project, testing out bugs and glitches
* Worked with programmers located overseas, contacting them through Skype with daily reports about the website

**INTERESTS & SKILLS**

* Proficient presentation skills
* Active member of the UCD World Aid Society
* Owner of beauty blog, ‘So Polished Ireland’
* Enjoy rock climbing and gymnastics
* Medals and trophies in gymnastics
* Speaks English, Urdu and Hindi
* Basic proficiency in German and Irish
* Working proficiency with MS Office and Computer Applications
* Won in the ‘Most Creative’ category in mini-business competition

**References**

James McDermott

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Tax Partner at Deloitte

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