**Mohamed Nader**

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# Career Profile

An experienced LLB (Hons) graduate and a native English & Arabic speaker. Skills include, but are not limited to, conducting legal research using case management software, analysing and inputting legal data using Google Docs and MS Word, carrying out office administration, writing and proofreading final drafts, responding to queries and communicating with clients. Currently trying to begin my FE-1’s while finding a permanent legal role in various areas of law, with the goal of working in Alternative Dispute Resolution, Immigration and Human Rights law.

# Legal Experience

**September 2018 – May 2019**

***Paralegal Caseworker - Irish Innocence Project***

* Used CLIO to review and organize numerous case files and relevant documents in chronological order.
* Researched caselaw using BAILII, IRLII and Courts.ie to find and analyse relevant rulings and legal opinions.
* Drafted case progress reports using CLIO and Google docs for revision by lead solicitor.
* Prepared legal briefs for lead solicitor by organizing case documents onto MS Word.
* Analysed case facts and evidence to ensure due diligence and to establish if factual innocence exists.
* Recorded minutes during meetings with clients, solicitors and team members to take action on.
* Assisted other teams with linguistic and organisational requirements and other ad-hoc needs.

**June 2019 – July 2019**

***Administrative Assistant – Start Mortgages Limited***

* Administered inbound and outbound correspondence via email and mail.
* Trained and tested in GDPR, general compliance, customer due diligence, and Anti-money Laundering guidelines.
* Assisted Litigation and Resolution teams in streamlining workload by filing and word processing case files.
* Acquired industry knowledge in Banking & Finance by participating in and taking minutes during various team meetings.
* Performed further ad-hoc requests from the team to ensure smooth workflow using MS Word & Excel.

**Additional Experience**

**October 2019 – September 2020**

***Customer Service Agent (Arabic, English) - Allianz* *Worldwide* *Care***

* Responded to emails, calls and other ad-hoc client requests on time.
* Drafted timely and accurate inbound & outbound correspondence via email and telephone to assist with individual cases.
* Advised clients and customers on product information, policy coverage and actioned further requests.
* Multi-tasked daily assigned workload as well as ad-hoc assignments and followed up on individual cases.

**October 2020 – Present**

***Output Editor (Arabic, English) - Ruptly GmbH***

* Got promoted from Broadcast Journalist in 2021 after consistently exceeding performance targets.
* Became go-to Editor for local and global legal affairs.
* Verified, edited and evaluated content covering court judgements using locally available case documents.
* Produced hundreds of digital stories reporting on legal affairs for clients.
* Trained journalists on editing and writing content complying with company and client standards as well as reporting on legal affairs.
* Used spreadsheets to organise, resolve and ensure smooth daily workflows.

# Education History

**September 2016 – May 2019**

***LLB (Honours) in Law – Griffith College Dublin***

***Results achieved = 2:2***

* Year 1 subjects: Criminal Law, Contract Law, Tort Law, Introduction to Law and Legal skills, IT skill.
* Year 2 subjects: Company Law, Constitution Law, Criminology, Law of Evidence, Land Law, Public International Law.
* Year 3 subjects: Irish Innocence Project, Commercial Law, Revenue Law, Law of the European Union, Equity and Trusts, Jurisprudence, Miscarriages of Justice.