**Mohamed Nader**

Dublin, Ireland | 089 983 3918

mohamednader95@gmail.com | Stamp 4D (No Work Permit Required)

**EDUCATION**

**LLB (Honours) in Irish Law, Griffith College Dublin Dublin, Ireland**

* *Final grade: 2.2 2016 – 2019*

**Law Apprenticeship Certificate, Ashurst LLP (Virtual Experience) The Forage**

* *Sections: Corporate M&A, Banking & Finance, Real Estate and Dispute Resolution March 2023*

**Employment Law Certificate, Allen & Overy (Virtual Experience) The Forage**

* *Sections: Employment Contracts, Terminations and Advising Employers May 2023*

**Commercial Technology, A&L Goodbody (Virtual Experience) The Forage**

* *Sections: Data Breaches, GDPR and Defamation May 2023*

**WORK EXPERIENCE**

**FSK Solicitors Dublin, Ireland**

*Legal Executive & Secretary August 2023 – Present*

* Drafted, amended, and prepared correspondence to clients, courts, and various government departments.
* Dealt with client queries via email, phone, and in-person.
* Prepared and filed pleadings and briefs for court.
* Scheduled consultations, managed diary and maintained hard and soft copies of case files using LEAP.
* Covered for other colleagues and departments as requested & provided administrative assistance to Partner.

**Activision Blizzard King Dublin, Ireland**

*Quality Assurance Associate October 2022 – July 2023*

* Reviewed various texts for spelling, grammar, and other linguistic issues.
* Screened product for any functional & linguistic issues and logged them.
* Communicated with developers, language specialists and QA leads to ensure issues are resolved.
* Used MS Excel, Outlook, JIRA, and X-Loc in daily tasks.
* Increased typing speed to 75+ WPM.

**Allianz Worldwide Care Dublin, Ireland**

*Customer Care Advisor September 2019 – September 2020*

* Responded to queries via phone & email regarding coverage, claims, hospitalisations & complaints.
* Followed up on sensitive cases by liaising with medical, policy and legal departments to ensure a swift response.
* Assisted in-house medical team in coordinating client’s hospital admissions, evacuations, repatriations & ad hoc queries.
* Dealt with sensitive information, met tight deadlines, and ensured customer satisfaction and retention.

**Start Mortgages Limited Dublin, Ireland**

*Administrative Assistant June 2019 – July 2019*

* Transcribed audio messages from voicemail into word format.
* Administered inbound and outbound posts daily.
* Assisted litigation department with file compilation and proof-reading.
* Trained in GDPR, due diligence, AML & general compliance.
* Attended to other ad-hoc & general administrative duties as necessary.

**Griffith College Dublin Dublin, Ireland**

*Receptionist June 2018 – June 2019*

* Organized and scheduled meetings for college board, students, and external visitors.
* Attended to numerous queries via calls, emails, and in-person.
* Managed files including organizing, scanning, and printing.
* Arranged couriers, taxis, sorting and distributing posts.
* Met and greeted visitors, students, external clients, and staff.
* Administered various ad-hoc & general reception duties.

**SKILLS**

**Languages** **Arabic** Native, **English** Fluent.

**Practical** Issue spotting, researching, advising, drafting, proofreading, communicating, analysing, filing, & organizing.

**Technical** **Excel** Advanced, **Word** Advanced, **Outlook, PowerPoint** Advanced, **LEAP, GDPR, AML, BAILII, IRLII**, Courts.ie.