**Sundas A. Khan**

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**Education:**

2012- Present **BCL (Clinical)** University College Cork

**Legal Skills Project: Same Sex Marriage and the Role of Women in the Home**

As a group of six law students, our work entailed the following:

* Conducted legal research using a range of legal databases including Justis, Baili and The Report of the Constitutional Convention and presented information at group meetings.
* Contacted several organizations and legal figures including, the Chief Justice Susan Denham and the National Women’s Council of Ireland.
* Prepared a high quality prezi presentation, which we orally delivered to classmates and lecturers.
* Enhanced our legal knowledge, ability to work in a team and overall confidence.

**Employment:**

**January to June 26th 2015: Ernst & Young Dublin**

*Tax Intern in Financial Services (Tax Dept.)*

* Prepared tax reports and set up client compliance and advisory files.
* Analysed tax review questionnaires and statutory accounts.
* Drafted engagement letters, client fund proposals and bills on behalf of the firm.
* Sat in on client meetings and drafted minutes accordingly.
* Contributed actively to the legal knowledge team in which we engaged in research concerning recent legal developments and hosted training seminars.
* Developed excellent organisational and risk management skills and enhanced my legal knowledge in the areas of tax and corporate law.

**September to December 2014: Ronan Daly Jermyn Cork**

*Legal Intern in Corporate/ Commercial department of RDJ*

* Performed legal research and knowledge updates in various areas from company law to construction law to Intellectual property.
* Drafted service agreements and contracts along side senior lawyers, handled client correspondence and file management .
* Attended court on cases concerning civil law, family law, bar and restaurant licensing.
* Acquired strong sense of professionalism, confidentiality and commercial awareness.

**June 2010 Eamon Murray Solicitor & Co. Cork**

*Legal Intern*

* Observed solicitors and barristers in both District and Circuit Court.
* Filed and looked over cases in different departments including family law, criminal law, property law and tax law. Attended client meetings.

**2013 - 2014 Euro Languages College (ELC): Clongowes Wood College, Kildare/ St. Flannans Ennis, Clare**

* Worked as an Animatrice on a residential French language immersion courses.
* Supervised and cared for groups of 30 students ranging in ages from 15-18 years.
* Organised and coached a wide range of sporting activities including: tip rugby, basketball, tennis, hockey and aerobics, co-ordinated tournaments in each sport.
* Co-ordinated and promoted evening entertainment events such as céilis, discos and quizzes.
* Communicated exclusively through the medium of French.
* Developed excellent interpersonal and innovation skills and ability to adapt to the diversity of working through French while coaching people in sports for the very first time.

**2013 – 2014 Student Union Promotion Team**

* Played a key role in the UCC Students’ Union Promotion team, advertising events, distributing flyers on campus, surveying student responses and interest levels and worked at events as a server or security.
* Developed ability to work on own initiative and as part of a team.

**Skills**

* **IT skills:** Taken ECDL and other IT classes in University, Competent user of Excel, Word, PowerPoint, Justis, Westlaw, Lexisnexis, Irlii and Baili. Regular user of email and Internet.
* **Languages**: Fluent French. Conversational Irish and Urdu. Vice auditor of the French Society.

**Interests and Achievements**

* **Ex Officio officer UCC FLAC Society (Free Legal Advice Centre) 2014-2015.**Assisted to public relations of the society, engaged in social media and general day-to-day campus promotions, arranged for legal speakers at training seminars, provided legal training to other students at mock clinics and attended all meetings and clinics.
* **Finance officer UCC FLAC Society 2013**-**2014.**

Monitored expenditure and cash levels in account, raised money through fundraising events, prepared the budget, attended all committee meetings and clinics and applied for extra funds from the Society Guild.

* **Public Relation officer of the French Society 2014-2015, Vice Auditor of the UCC French Society 2013-2016 and Treasure of Languages Ball Sub-committee 2013-2016.** Promoting society and its events on campus and through social media, acting as a deputy to auditor and arranging budget for one of the university’s largest ball.
* **Moot Court:** Runner up in the first year moot competition speaking on topics and resolving issues in EU, contract and constitutional law. Quarter Finalist 2014 moot competition.
* **Debating:** A competent debater. Actively involved in **debating with UCC Law Society**, Participated in the Oxford, Cork, Trinity and UCD Earlsfort Open IV, Law Society Gold medal trials, UCC Maidens Competition and represented UCC at the **European Union Debating Championships** for two consecutive summers**.** Chairperson of school’s Debating Society, finalist and semi-finalist in many competitions including: City School’s Junior Debating Competition and UCC Philosophical Society Competition .A **European Youth Parliament** delegate and school’s ambassador (national and regional).
* **ULINK:** Trained peer support leader, welcome and advice first year students. Promoted to Peer Support Ambassador, Run IT workshops for incoming students.
* **BCL Clinical Class Representative:** Represent my class at student council and at law faculty meetings.
* **UCC Works**: Received an award from UCC for my commitment to clubs and societies.
* **Performing Arts and Music**: play both piano and violin

Performed in a joint production of UCC Law Society and Dramat Society’s Production of “The Trial of Oscar Wilde” playing his Barrister. Performed in the Muse Management “End of Summer Show”.

**Sport:**

* Member of UCC Ladies Hockey Team: Currently play for the 4th Team in the league.
* Member of UCC Novice Rowing Team.

**Charity Work 2006-2014:**

* Fundraised as part of a team with UCC Rowing Club in collaboration with the Irish Heart Foundation and UCC RAG week and on own initiative for Bóthar.
* Involved a range of events, including: coffee mornings, bake sales and second-hand clothes collections.

**References**:

1. Dr Sean O Conaill (Academic Lecturer/ BCL Clinical Co-ordinator) +353 21 490 3811, E-mail s.oconaill@ucc.ie

2. Aidan Walsh (Tax Partner – Business Tax Advisory) +353 1 2212 578, Email aidan.walsh@ie.ey.com