

# Tamoor Javed Barlas

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## EDUCATION

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### University College Dublin (UCD)

*Bachelor of Business and Law (Final Year)*

**Dublin, Ireland**  
Expected May 2018

- **Honours:** Second Class Honours (2.1)
- **Coursework:** Contract: Formation (A-), Company Law I (A-), Contract: Vitiating Factors and Remedies (A-), Company Law II (A-)
- Received 520/625 Points (**Top 8.4%**) in Irish Leaving Certificate.

## WORK EXPERIENCE

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### Society of Legal Scholars (SLS) UCD Conference

*UCD SLS Conference Intern*

**Dublin, Ireland**  
Sept 2017 – Sept 2017

- Welcoming delegates to the event and assisting at registration.
- Directing delegates to various conference locations and providing general support to the speakers and chairs.
- Ensuring drinking water is provided in rooms, speakers' PowerPoint presentations are uploaded to PCs or laptops in rooms, rooms have a neat and orderly appearance between sessions and liaising between chairs.
- **Awarded Certificate of Contribution by SLS President Imelda Maher** for my efforts and contribution.

### Michelle Cronin & Co Solicitors

*Legal Insight Intern*

**Dublin, Ireland**  
Aug 2017 – Aug 2017

- Carried out **research** to help the solicitor fill out various documents for clients.
- **Drafted** and proof-read emails.
- Carried out **administrative work** such as printing and attending calls.
- Attended two client meetings.

### KPMG

*Tax Intern, Consumer Industrial Markets*

**Dublin, Ireland**  
Jun 2017 – Aug 2017

- Inputting figures **accurately** into Alpha Tax software and preparing financial statements.
- Carrying out an extensive amount of **tax and legislation research** primarily revolving around the use of International Double Taxation Agreements.
- Preparing corporate income tax returns for various clients using PTM software.
- Compliance services for both Irish and Multinational companies.
- **Drafting** various accounting documents such as CT 1s and T-Letters.

### PwC

*Talent Academy Intern*

**Dublin, Ireland**  
May 2017 – Jun 2017

- Three-day insight program based in PwC Dublin office to gain insight into various divisions.
- Delivered a **presentation** in front of a panel of PwC staff and all the other Talent Academy participants in a group debate.

### Barlas Medical Ltd

*Data Research Analyst*

**Dublin, Ireland**  
Jun 2016 – July 2016

- Inputting data into excel for **80+** patients.
- Identifying, analysing and interpreting trends in elaborate data sets.
- Organising results according to **6 different categories** for statistical generation using excel.
- Created bar charts, line charts and pie charts using the data generated.

## **Kumon Group**

*Math and English Instructor*

**Dublin, Ireland**

Jan 2016 – May 2016

- Taught Math and English to **over 50 students aged from 5-18** in classes held **2 times** a week.
- Applied the Toru Kumon method of teaching to assist students in becoming independent and enhance their capabilities in the 2 subjects.

## **COLLEGE ACTIVITIES**

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### **UCD Arab Society**

*Senior Advisor*

**Dublin, Ireland**

Sept 2017 – May 2018

- **Advising** the new Committee of the UCD Arab Society about their roles.
- **Helping** the society plan and organize future events. Future planned events include a Society Ball, a Syrian Charity week, Shisha Nights and Games Night.

### **UCD Investors and Entrepreneurs Society, Conscious Investors**

*Financial Sector Manager*

**Dublin, Ireland**

Sept 2017 – May 2018

- Leading a **research team of three** to **conduct an in-depth analysis** on companies in the financial sector.
- **Writing** reports assessing them on a variety of factors including **legal**, environmental and labour practices.

### **UCD Arab Society**

*Treasurer*

**Dublin, Ireland**

Sept 2016 – May 2017

- Opened the society's **first** bank account.
- Secured a **€500 grant** for the annual Syrian Charity Week.
- To inform committee members of the spending to date, budget and forecasted spending on a weekly basis.
- Prepared **clear and accurate** financial statements on behalf of the society monthly.

## **VOLUNTEERING ACTIVITIES**

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### **100minds**

*Fundraising Participant*

**Dublin, Ireland**

Nov 2017 – Feb 2018

- Selected to raise a **target of €1,000** for children in Temple Street Hospital.
- **Worked in teams** and **communicated** with various societies to organise events such as Indian Food Stalls, Football Tournaments and Games Night.

### **Syrian Charity Week**

*Organiser and Fundraising Participant*

**Dublin, Ireland**

March 2017 – April 2017

- **Drafted** a time schedule to ensure that the event was organised and planned appropriately.
- **Designed** posters to raise awareness and carried out bucket collections.
- Raised over **€3,000** with all proceeds going to Human Appeal Ireland.

## **SKILLS & INTERESTS**

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**Certifications & Training:** Green Belt Six Sigma Course, Skills for Working Life 2016 and Certificate of Contribution 2017.

**Skills:** Legal Research, Negotiation, Writing Skills, Communication, Teamwork, Analysis, Attention to Detail, Time Management.

**Interests:** Graphics Design, Investing, Cricket, Football and Gym.

## **PUBLICATIONS**

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**A Statistical Approach to Sustainable Investing - Commerce and Economics Society Journal 2018**

Currently submitted my article to the Editorial Board.