

Tamoor Javed Barlas

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EDUCATION

University College Dublin (UCD)

Dublin, Ireland

Bachelor of Business and Law (BBL)

Class of 2018

- **Honours:** Upper 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

Eversheds Sutherland

Dublin, Ireland

Litigation Intern – Healthcare and Insurance Defence

May 2018 – Aug 2018

- Assisted solicitors and other **team members** in preparing matters for trial or settlement.
- **Drafted** legal documents including Defences, Affidavits, Notices and Indemnities.
- **Organised** medical appointments and engineering consultations to aid with investigations.
- **Liaised** with clients, witnesses and legal and medical professionals daily.
- Conducted **research** in relation to the 4th Motor Directive regarding personal injury claims.
- **Presented** within a team in front of a panel of judges about retaining top talent within Eversheds Sutherland.

Michelle Cronin & Co Solicitors

Dublin, Ireland

Legal Intern – Immigration

Aug 2017 – Aug 2017

- Conducted **research** in relation to the Israeli–Lebanese conflict to assist with an immigration related matter.
- **Drafted** emails sent to clients.
- Carried out **administrative work** such as printing and attending calls.
- **Detailed note taking and recorded minutes** at two client meetings.

KPMG

Dublin, Ireland

Tax Intern - Consumer Industrial Markets

Jun 2017 – Aug 2017

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

Barlas Medical Ltd

Dublin, Ireland

Data Research Analyst

Jun 2016 – Jul 2016

- Inputted data into excel for **80+** patients and **organised** the results.
- **Identified, analysed and interpreted** trends in elaborate data sets.
- **Organised** 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

Dublin, Ireland

Math and English Instructor

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

UCD Arab Society

Dublin, Ireland

Senior Advisor

Sept 2017 – May 2018

- **Advised** the new Committee of the UCD Arab Society about their roles.
- **Helped** the society plan and organise events such as the Annual Syrian Charity week, Shisha Nights and Games Night.

UCD Investors and Entrepreneurs Society, Conscious Investors

Dublin, Ireland

Assistant Financial Sector Manager

Sept 2017 – May 2018

- Led a **research team of three** and **conducted an in-depth analysis** on Bank of America Merrill Lynch for the purposes of future stock price predictions.
- **Wrote** a report assessing the bank on a variety of factors including **legal, environmental and labour** practices.

Society of Legal Scholars (SLS) UCD Conference

Dublin, Ireland

UCD SLS Conference Intern

Sept 2017 – Sept 2017

- Welcomed delegates to the event and assisted at registration.
- Directed delegates to various conference locations and provided general support to the speakers and chairs.
- Ensured drinking water was provided in rooms, speakers' PowerPoint presentations were uploaded to PCs or laptops in rooms and rooms were neat and orderly.
- **Awarded Certificate of Contribution by SLS President Imelda Maher** for my efforts and contribution.

UCD Arab Society

Dublin, Ireland

Treasurer

Sept 2016 – May 2017

- Secured a **€500 grant** for the Annual Syrian Charity Week.
- Informed committee members of the **spending to date, budget and forecasted spending** at meetings.
- Ensured complete **effective financial procedures and controls were in place**, i.e. cheque signatures, purchasing limits, petty cash and receipts records.
- **Reported** on the financial health of the Society at the Annual General Meeting (AGM).

VOLUNTEERING ACTIVITIES

100minds

Dublin, Ireland

Fundraising Participant

Nov 2017 – Feb 2018

- Selected to raise a **target of €1,000** for children in Temple Street Hospital. Personally raised **€1,006**.
- **Organised** events in UCD such as the Islamic Football tournament, Indian Food Sale and sold Laughter Lounge tickets to reach the **€1,000 objective**.

Syrian Charity Week

Dublin, Ireland

Organiser and Fundraising Participant

Mar 2017 – Apr 2017

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

SKILLS & INTERESTS

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

'Sustainable Investing' - *Commerce and Economics Journal* 2018.