

SANA MALIK

Paralegal

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PROFILE

Paralegal with three years in a commercial property and dispute resolution team, supporting two partners and an associate. Drafts leases, licences and court bundles, researches points of law and keeps a caseload of 40 files moving. Law graduate studying for SQE1, with two years of qualifying work experience confirmed. Looking for a senior paralegal or solicitor apprentice role.

EXPERIENCE

Paralegal, Irwell & Booth LLP, Manchester **September 2023–present**

- Support a caseload of about 40 commercial property files: draft leases, licences to assign and reports on title for partner review.
- Prepare court bundles, witness statement drafts and disclosure lists for dispute resolution claims.
- Research case law and practice notes and write short research notes for the supervising associate.
- Attend client meetings and take notes, and update clients on progress by phone and email.
- Run conflict checks and keep files and client data in line with the firm's confidentiality and data protection policies.

Legal Administrator, Irwell & Booth LLP, Manchester **2022–2023**

- Opened files, ran identity checks and managed the partners' diaries and court deadlines.

EDUCATION

SQE1, studying for the January 2027 sitting

LLB (Hons) Law, 2:1, University of Pennine Vale **2019–2022**

A levels: History A, English Literature B, Sociology B **2019**

SKILLS

- Drafting leases, licences and court documents
- Legal research and short research notes
- Case management systems and Microsoft 365
- Accurate proofreading against deadlines

ADDITIONAL INFORMATION

Volunteer adviser at a weekly university law clinic, 2021–2022. Urdu (fluent).