

Rifat Kauser

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Personal Profile

A proactive second year LLB Law student who has experience of conducting client meetings, providing legal advice and working with a designated caseload of clients. Seeking a place on the Training Contract at Fieldfisher.

Education

University of Bradford

2020 - Present

Law LLB

Modules Studied Include: Contract Law (71%), Law, Social Justice and Sustainability (67%), Business Law and Ethics (65%), Legal Relationships Sources and Institutions (70%)

Home Grove Sixth Form, Liverpool

2018 - 2020

A-Levels: Law (A), Spanish (A), English (B)

Home Grove School, Liverpool

2013 – 2018

GCSEs: 5 As, 3 Bs and 1 C, including Maths and English at Grade C or above.

Legal Experience

Shipley Citizens Advice Bureau

May – Aug 2021

Working one day a week, I was responsible for the following duties:

- Undertook client meetings, offering advice where possible to service users regarding their disputes.
- Liaised with staff in client disputes that were complex, often needing involvement of various professionals.
- Compiled an effective caseload that I ensured remain supported should they required further assistance.
- Respected confidentiality where possible during client interactions.

Dentons Solicitors Manchester

April 2021

Vacation Scheme at Dentons, a multinational law firm, which is the sixth largest firm by revenue. I completed a three-week Vacation Scheme undertaking the following duties:

- Shadowed Lawyers on court visits and in client appointments
- Analysed Case Files
- Attended meetings regarding disputes regarding a client
- Researched disputes within the firm
- Prepared a presentation of my reflections to my Mentor and Team Leader.

BPP Trial Advocacy Competition

October 2020

- I was a participant in the BPP Advocacy Trial Competition in which I successfully advocated for my client. The competition required me to analyse the case and infer specific and important information.
- I independently created a skeleton argument and delivered my appellant's case in a courtroom under a strict time limit. This experience allowed me to hone skills such as organisation, time management, public speaking and delivery of an eloquent argument.

Commercial Experience

Marks & Spencer, Shipley, Customer Service Assistant

June 2019 – March 2020

- Handled customer queries by dealing with refunds and exchanges as part of the customer services team
- Completed personal shopping duties when required to support customers who required personal shopping support.
- Undertook till duties, handling cash and dealing with customer requests on the shopfloor

Bradford City Football Club, Food and Beverage Assistant

Oct 2018 – June 2019

- Supported catering and hospitality staff when holding corporate events in the function suites by greeting guests and showing guests to their table.
- Delivered food and drink orders to tables and liaised with the kitchen staff to ensure specific requests were undertaken.
- Provided advice on menu options, ensuring a high level of customer service throughout.

Additional Experience

Aagrah, Ilkley (Waiting staff)

Jan 2018 – Oct 2018

Jinnah Bistro, Shipley (Front of house)

Nov 2018 – Jan 2018

Additional Skills and Languages

IT Skills:

- Proficient in Microsoft Office packages Outlook, Word, Excel and Access.

Multilingual:

- Fluent in reading, writing and speaking English, Urdu and Hindko.

Positions of Responsibility and Interests

University of Bradford Law Society

Sept 2020 – Present

I am currently part of the University of Bradford Law Society, where I get involved in running meetings, liaising with other members to debate law interests and topics focusing on the latest updates in the law sector, as well as liaising with external speakers to deliver a session for the society.

The Bradford Employability Award – Active Career Planner

Sept 2020 – May 2021

Took part in the award scheme to engage with careers activities and events, completing a reflection log and developing a career plan for my future. I gained the most points for activities completed amongst all participants.

Young Enterprise Volunteer - Organising a 'Law Masterclass', increasing commercial awareness.

Sports Ambassador and Sports Mentor at Home Grove Sixth Form

2018-2020

I was appointed as the Sixth Form Ambassador and Mentor for students in years 7-11, where I was able to support the PE department in creating sports events, as well as helping to lead after-school activities.

In my spare time I also enjoy Table-Tennis, Yoga and Karate.

References available on request