

NICHOLAS KYASIMA

London: SE1

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PROFILE

Five years of retail experience all of which can be evidenced upon the employer's request. This is an individual with the ability to support businesses by organising meetings, typing documents and updating records. Has experience working in various offices as an admin assistant within the legal sector. Likes working under own initiative or within a team, can adapt to any environment plus possesses good communication, written and IT skills. Is able to prioritise workloads, works well under pressure to meet deadlines with an enthusiastic can-do attitude.

Key Skills & Knowledge

Professional Qualifications and training

- Professional Certificate In Immigration Law Basics
- Juris Doctor (Doctor of Jurisprudence)
- Law Degree: LLB (Hons) Law
- BSc Bachelor of Science

Office Skills, Knowledge & Capabilities

- Excellent Organisational skills
- Excellent telephone answering skills
- Administration skills
- Ability to produce documents and reports
- Excellent diary planning skills
- Ability to plan and organise meeting
- Customer Service skills
- Able to use all types of office equipment
- Microsoft – Word Excel Access Email
- Teamwork skills
- Excellent communication skills
- Time management skills

OFFICE ADMINISTRATION EXPERIENCE

WEB ADMINISTRATOR:

SELF-EMPLOYED

2017 to present.

- Selecting and financing website theme
- Filing away documents
- Updating computer records
- Drafting, Typing documents, for example letters and reports
- Financing domain and website plan
- Photographing relevant locations
- Authoring website information
- Implementing research from relevant sources of information
- Presenting information double-checked to be accurate to the public

PARALEGAL: ASSISTING SOLICITORS:

SOVEREIGN SOLICITORS & PARTNERS LLP

(07.02.2011 to 11.02.2011).

- Working in a placement role
- Drafting
- Interviewing
- Practical legal research
- handling out-going mail
- answering phones

EDUCATION & TRAINING

- [2013] **Juris Doctor, Law Degree: LLB (Hons) Law** London South Bank University
(Paralegal, Legal Executive)
- [2013] **Paralegal A.L.C. Training**
filing and lodging documents at the High Court and County Court.
Assisting counsel; attending before district judges without counsel.
- [2013] **Immigration Law paralegal**
Attending Immigration Interviews; Appeal hearings; Bail Applications; Pre-Hearing Reviews
- [2013] **Legal Executive**
Issuing Applications at Court; Visiting clients held in custody;
Taking witness statements; Note taking at court hearings.
- [2003] **A-Levels:** City of Westminster College
Gained AS + A2s and 5 more GCSEs including English and Math
GCSEs: Kings Dale School [1999]
Gained GCSEs including English and Math's

INTEREST

- Reading, Taking regular walks, Cooking, Aerobic, Socialising and Current Affairs

References available upon request