

ALIYA ABBAS AL-TAEE

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Profile

An accomplished and high-achieving legal professional with a strong desire to return to legal practice having worked as a Legal Advisor, Lawyer and Senior Associate. Commands sound legal knowledge following the completion of LLB (Hons) from Baghdad University.

An influential manager and team player that can motivate, educate and bridge the gap to achieve results by building long-term and mutually beneficial internal & external client relationships. Excellent communication, management and diplomacy skills, with a proven ability to seize opportunities, whilst building long lasting trust and mutual respect at all levels.

Education

2007 – 2009: London College - Council for Licensed Conveyancers

Modules Completed: Land Law, Law & Legal method, Introduction to conveyancing, Law of Contract, Landlord and Tenant Law, Accounts & Final Conveyancing

1995 – 1999: Baghdad University - LLB (Hons)

Modules Completed: Civil Law, Family Law, Criminal Law, Economic Law, Civil Contracts, Administrative Juridical Administrative Law, Islamic Jurisprudence, Public and Finance & Law of Personal Status

Signature Skills

- Experience working in the Legal sector
- Strong Communicator
- Results & target driven, ability to motivate team members
- Multi-tasking & Analytical task prioritising
- Customer-Focused
- Hands on, pragmatic & methodical problem solver
- Building effective & mutually beneficial partnerships
- Communicating effectively to all staff in a variety of scenarios
- Positive & able to 'think outside of the box'
- Adaptability & Quick Learner
- Able to work alongside clients and colleagues from variety of backgrounds

Career Overview

HMRC

2015 to Present

Tax Credits Advisor

- Dealing with a large volume of calls each day ensuring that the public are correctly advised of their entitlement.
- Performing in a target-driven environment working towards own and team deliverables.
- Employing a professional approach and demeanour orientated to client satisfaction.
- Adhering to internal service levels and providing extended support to peers or other departments as required.

The Zubair Corporation, Muscat, Oman

2013 to 2014

Legal Advisor, Chairman Office Manager

- Supervisory responsibility for Attorneys and Paralegals including reviewing work and communicating schedules.
- Reviewing and verifying all relevant local laws and procedures as well as assessing legal implications of contracts.
- Implementing contracts to ensure alignment with the set guidelines and standards within the contracts. Overseeing lawsuits as well as a reviewing contracts and other legal documents.
- Assessing priorities, allocating timescales distributing work according to priority and level of expertise required, monitoring targets, timing and progress in order to meet deadlines.

Standout Achievements:

- Provided consultancy to clients on a range of governmental and corporate issues including international treaties.
- Translated and reviewed important legal documents from Arabic into English.
- Organised and coordinated international conferences from sourcing venues through to managing logistics.

Eversheds Legal Company, Iraq, Baghdad**Senior Associate**

- Taking instructions, structuring, drafting and negotiating a range of commercial contracts.
- Liaising and corresponding with clients and counter parties.
- Maintaining and updating knowledge of legislation and current laws.
- Working closely with Partner Organisations and Consultants on a range of legal contracts.

Standout Achievements:

- Prepared legal reports for the group of companies and ensured that these were aligned with internal requirements, policies and standards.
- Ensured that colleagues were made aware of any changes in legislation and regulatory framework, which could impact processes and service.

GPW London

2010 to 2011

Legal Researcher, Analyser, Translator

- Providing a high level of translation on a range of legal documents.
- Ensuring high degree of confidentiality when dealing with information on each case.
- Monitoring day-to-day activities, reviewing work ensuring a high level of legal provision.
- Reviewing and amending legal documents.

Al Tamimi & Co

2009 to 2010

Legal Associate

- Responding promptly and effectively to changing circumstances, planning for contingencies and managing conflicting priorities.
- Ensuring that activities comply with legal guidelines and compliance requirements.
- Reviewing and verifying all relevant laws and procedures as well as assessing legal implications of cases.

GMH Group, London

2008 to 2009

Chairman PA & Office Manager

- Ensuring the office diary is maintained accordingly and ensuring any conflicting demands are resolved in appropriate time.
- Planning and scheduling meetings, conferences and making bespoke arrangements.
- Supporting senior management with administrative duties including making bookings, arranging travel and making reservations.
- Processing and handling of sensitive data in line with data protection regulations to ensure confidentiality.
- Communicating with internal team to resolve any issues that may affect business activities.

Earlier Career

Lindsay Sait & Turner Solicitors, Camberley, Legal Clerk	2006 to 2007
Boots the Chemist, NO 7 Beauty Consultant	2003 to 2006
SJ Johns Post Office, Woking, Surrey, Sales Assistant	2002 to 2003
Moussaoui Solicitors & Co, Iraq, Baghdad, Lwayer	1999 to 2002

References**Available on request**