



# Sagal Amin

Operation Executive

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## Languages

English (Fluent)

Somali (Fluent)

Arabic (Basic)

## About

With experience in customer-facing roles and a knack for managing payments and stock, I excel at fostering positive interactions. My adaptability is showcased through my ability to handle varied tasks in fast-paced settings. Proficient in English with a proven track record of responsibility.

### BRANDS WORKED WITH

Cignpost Diagnostic

Ipsos Mori

## Experience

### ● COVID OPERATIVE

Cignpost Diagnostic | May 2021 - Nov 2022

- Responsible for processing hundreds of customers through digital RFID and Salesforce systems.
- Technology and software skills, I was able to achieve this by identifying of test result outcomes of 400+ samples and given the trust of further responsibility in keeping record of each sample using a complex online database.
- Experience in use of systems including Electronic Lab Notebooks and Laboratory Information Management Systems (SLIMS). Which is an essential skill to have working in a firm, as you'll be using a variety of legal software programs and tech tools to keep client billing and coordinating schedules.
- Attention to detail, by ensuring samples were stored correctly and delivered to the correct site for assessment at timed intervals through the day.
- The ability and willingness to take on responsibility, as demonstrated by training and providing administrative support for trainees on use of the SLIMS system which saw a reduction in technical errors which lead to a 90% decrease in missing samples on the database at the terminal 5 site that week.



### ● LEGAL INTERN

Ipsos | Jul 2022

- Reviewed and negotiated ad-hoc internal legal queries with supervision.
- Received practical training for understanding and interpretation of commercial terms of business and NDAs.
- Carried out research into legal queries, including but not limited to data privacy, compliance related issues.
- Addressed internal stakeholders on general queries with supervision.
- Carried out administrative tasks such as recording contractual document and processes of executing documents.
- Practical understanding of working in an in-house legal and advisory function.
- Advised a Senior Compliance Assurance Manager regarding the Modern Slavery Act and Data Protection Act and presented legal research concerning the annual statement which is required by the act.



### ● ASSISTANT • SPECSAVER

Specsavers | Jun 2018 - Jul 2018

- Given responsibility and trained to work on the till and manage payments by cash and credit.
- Restocked catalogue and products as well as handled acceptance of delivered packages during unloading of merchandise.

## Education & Training

### ● Brunel University

LLB LAW GRADUTE,

2019

● Drayton Manor High School

A LEVELS,