



Syed Mustafa

Research Executive | Talent Research | Market Research | Secondary Research | Data Research

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Languages

English

About

With a diverse background, I excel in client engagement and managing consumer queries, proven during my time as a sales assistant at Alpha Gamma Solutions Ltd. Skilled in CRM, upselling, and stock management, I thrive in fast-paced retail environments, adept at enhancing customer experiences across various product categories.

BRANDS WORKED WITH

- Westminster City Council
- CPIC GLOBAL Ltd
- Lexton law solicitors
- Alpha gamma solutions Ltd.
- Joint Enterprise Appeals Project
- Hertfordshire Law Clinic
- University of Hertfordshire
- Vigil Hawk International Security Services
- JENGBA
- ESA

Experience



● Case Analyst

Westminster City Council | Apr 2022 - Now

- Responsible for preventing homelessness
- Statutory requirements set out in Part VII of the Housing Act 1996 as amended by the Homelessness Reduction Act 2017.
- Decide what duties are owed to service users and issue legal notifications/decisions.
- Apply the law/case law and code of guidance effectively in order to make robust decisions in line with the equalities act duties.
- Engaging with partner agencies and co-ordinating a joined up approach to preventing homelessness and managing expectations.
- Accurately prepare finance proformas for our Homelessness Prevention Payments.

● Investment Consultant

CPIC GLOBAL Ltd | Oct 2021 - Apr 2022

- Maintaining clients' diaries on sales force
- Overseas holiday homes and investments
- Clients with new investment opportunities
- Developments in UAE and other holiday destinations including Balkans and South Asian Countries
- Exploring New Developing Opportunities

● Assistant paralegal

Lexton law solicitors | Jun 2021 - Aug 2021

- Criminal shadow paralegal and research case worker.

● Sales advisor

Alpha gamma solutions Ltd. | Jan 2021 - Jan 2021

- Increasing clients.
- Headhunting employees.
- Managing data.
- Dealing with client and consumer queries.
- Liaising with logistics and management to overcome daily expenses.

● Appeals case worker

Joint Enterprise Appeals Project | Dec 2020 - Dec 2021

- Filing criminal appeals cases.
- Assisting solicitors and families in completing court forms.

- **Student Legal Advisor**

Hertfordshire Law Clinic | May 2019 - Aug 2021

Assisted solicitors in case work for family and employment cases.

- Drafting case summary
- Providing legal aid to solicitors
- Writing attendance notes
- Conducting client interviews



- **Student Ambassador**

University of Hertfordshire | Mar 2019 - Aug 2021

- Managing students' events
- Assisting and supporting students in their daily life tasks and activities.

- **Legal Research Associate**

| Jun 2016 - Jul 2017

- **Recruitment consultant and managing daily**

Vigil Hawk International Security Services | Jan 2015 - Jan 2015

Lahore, Pakistan

- Performing Research Assistant
- White paper in the car and its spreading.
- Human rights commission cases
- White paper on exceptions in Fundamental rights.

January 2016-March 2016

Volunteer Polio Eradication Campaign Pakistan

Polio eradication campaign

Lahore, Pakistan

door to door to educate the public about the menace of Polio in children. Campaigning drive on the initiative of UNICEF. NUS Representative- to represent and speak on behalf of students in order to cater any difficulty they face. Student mentor for aspiring university students

2015-2015

Recruitment consultant and managing daily dossier

Vigil Hawk International Security Services

Dubai, United Arab Emirates



- **Litigation Case Advisor**

JENGBA |

Joint Enterprise Not Guilty by Association JENGBA

Hatfield, United Kingdom

- Assisting in pro bono appeals cases.

- **ESA |**

- Customer relations
- Client support officer.

Education & Training

2019 - 2021

- **University of Hertfordshire**

Bachelor of Laws LLB (HONS),

2019 - 2021

- **University of Hertfordshire**

Bachelor of Laws LLB (HONS),

2016 - 2018

- **The Institute of Legal Studies**

Certificate in Criminal Law,

2014 - 2016

- **Forman Christian College (A Chartered University)**

HE Certificate in Criminal Law.,

