

Amanjot Pattany

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An experienced and motivated Law Graduate seeking an exciting and challenging career on the PWC Management Consultancy Graduate Scheme. Highly experienced in providing outstanding client management through different user centred service delivery, looking to engage particularly in a client focused role delivering measurable change.

Education

De Montfort University Leicester, Law LLB Classification 2:1

OCT 2018- JUL 2021

Relevant Modules include: English and European Legal contexts (65%), Business Entities (60%), Company law (71%), Equity and trusts (62%), Employment Law (72%), Lawyering: Advocacy, Negotiation and Ethics (65%).

Dissertation title: *"Consultancy, a fresh approach to a legal dilemma?"*. Classification First.

Wyggeston & Queen Elizabeth College, Leicester

SEP 2016- JUL 2018

A Levels: Law (C), General Studies (C), English Language (D), History (D)

As Level: Psychology (D)

Rushey Mead Academy, Leicester

SEP 2011- JUL 2016

10 GCSEs Grade B-D Including: English Language (B), English literature (C), Maths (C), History (C), Science (D).

Experience

Administration Assistant (Part Time), JBH Consulting, Leicester

FEB 2021- Present

- Managing multiple company inboxes and referring queries to relevant departments or personnel
- Utilising high levels of attention to detail to effectively file client documents
- Professionally communicating with clients over the phone and email across a range of business activity
- Scheduling meetings for Directors using Microsoft Outlook and Teams
- Organising a range of virtual company socials for junior staff members
- Developed experience in working with databases and information management systems
- Shadowed a number of consultants on business change projects to develop sector understanding
- Attended multiple initial client meetings to take notes and capture actions and outputs.

Covid-19 Tester, NHS Test and Trace, Leicester

JUL 2020- JAN 2021

- Working within a team of up to 20 people to staff a mobile testing site throughout the pandemic
- Followed strict processes for health and safety and recording test results
- Provided a positive experience during a difficult and stressful period for the general public
- Demonstrated excellent time management on shifts to provide a 'high performing' service
- Consistently exceeded personal testing targets by following a system-based approach

Client Support Volunteer, Citizens Advice, Leicester

FEB 2020- SEP 2020

- Supporting clients with a range of issues including debt management, social security support and housing
- Awarded volunteer of the month for consistently meeting targets and receiving excellent feedback
- Suggested a new format for client screening forms which helped reduce administrative tasks and time
- Professionally engaged with a broad range of people from different socio-economic backgrounds
- Promoted the service through volunteering at different public events such as local festivals

Student Societies

De Montfort University Law Society

OCT 2018-JUL 2021

- Held two committee positions of 'first year Rep' and 'Law Ball committee member'
- Contributed to the planning of the annual 200 person law ball including finding and booking a venue, sourcing a professional speaker and designing the tickets
- Represented first years views as the first year representative to effectively create a change in the way marking was delivered by the academic staff to students

Key Skills

Critical Analysis

- Developed critical analysis through 3 years of studying Law including numerous projects analysing legal text
- Experienced in a range of scenarios including at Citizens Advice where I effectively analysed the needs of service users to find them the best solution
- Provided second check on the Law ball finances and found a number of errors through careful analysis

Client Management

- Managed the complex needs of a range of clients at Citizens Advice and effectively delivered excellent service with consistently good feedback
- Sensitively, politely and professionally managed client queries over the phone and through virtual means
- Significant experience in building up lasting working relationships with clients

Teamwork

- Worked on numerous group projects throughout my degree with students from diverse backgrounds
- Delivered an outstanding Law ball through collaboration with committee members, academic staff, industry partner and suppliers
- Forged strong working relationships with colleagues whilst working as a Covid-19 tester and effectively maintained team morale in often cold and wet winter conditions

Microsoft Office

- Highly competent user of Microsoft Word and Powerpoint having used them frequently throughout my degree for presentations, essays and reports
- Competent user of Excel with experience using Pivot Tables, V Lookups, graphs and formula functions
- Strong design skills using Microsoft Word where I effectively designed a range of promotional materials

Languages

English- Native Speaker

Hindi- Fluent

German- Beginner

Interests

Passionate about food and drink I maintain an online blog 'The foody' where I discuss food and drink from different restaurants and takeaways across the UK. With sustained growth over the last 12 months it now has 200 subscribers.

References

Available upon request.