

Narmina Bashirova

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Nationality: British/French

INTRODUCTORY PROFILE

Dedicated, client-focused professional with strong experience supporting high-pressure environments. Skilled at managing complex tasks, building trusted client relationships, and working effectively with diverse teams. Proven ability to organise and prioritise heavy workloads while meeting deadlines. Fluent in English, French, and Russian, with hands-on experience in multilingual communication, client service, and cross-cultural collaboration. Eager to apply strong organisational, interpersonal, and problem-solving skills in a dynamic, professional setting.

CORE COMPETENCIES

Client Focused
CRM
Goal Driven

Great Interpersonal Skills
Legal Research
Administration

Microsoft Office
Multilingual
Detail Orientated

PROFESSIONAL EXPERIENCE

Duncan Lewis - London, UK

September 2024 – January 2025

Caseworker in Childcare Department – (Full-time/Hybrid)

- Acting as the first point of contact for all new clients, guiding them through initial stages.
- Handling the submission of clients' applications for legal aid.
- Handling my own caseload, ensuring each client's legal needs are addressed promptly.
- Drafting and managing all correspondence, including letters to clients and communications with opposing solicitors.
- Preparing and submitting a variety of legal forms on behalf of clients (C100, FL401, C2...)
- Locating and securing the appropriate counsel for upcoming hearings, while also coordinating with experts such as psychologists and psychiatrists to book necessary assessments.
- Drafting detailed briefs for counsel to assist them in case preparation.

Dawson Cornwell - London, UK

January 2024 – July 2024

Legal Assistant (Internship)

- Drafting attendance notes during client meetings and court hearings.
- Reviewing and refining witness statements for accuracy and clarity.
- Filling and filing forms on behalf of clients and the firm (C100, C2, C1A, etc)
- Locating and securing the services of counsel and experts for upcoming hearings.
- Compiling and dispatching bundles for hearings.
- Condensing legal judgments into concise and informative summaries for solicitors and partners.
- Preparing and delivering comprehensive case chronologies for counsel.

Java Investments Management Plc - London, UK

October 2014 – January 2023

Administrative & Client Services Manager (Full-time) 2019 -2023

- Collaborated with multiple departments, effectively delegating tasks within the corporate group.
- Managing the director's daily schedule and agenda.
- Producing investor presentations for various real estate development projects.
- Coordinated the establishment of corporate and personal bank accounts across the UK, EU, and UAE.
- Facilitated the acquisition of work and residence permits for clients across the UK and EU.

- Delivered a comprehensive suite of relocation services, encompassing family office issues.

Administrative Assistant (Part-time) 2014 -2019

- Primary point of contact for clients, ensuring effective communication and assistance.
- Handling routine enquiries at the reception desk or over the telephone.
- Coordinating email notifications, invitations, and agendas.
- Organisation and management of files for precise record-keeping.
- Comprehensive support of office operations such as printing, photocopying, and scanning for colleagues.

The London Cabaret Club - London, UK

September 2021-April 2022

Front of House Manager & Sales Representative (Part-time/Weekends) March 2022 – May 2022

- Cultivated enduring customer loyalty through the development of positive and effective relationships.
- Established and nurtured relationships with local hotels and businesses, leading to enhanced revenue generation.
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- Established and nurtured relationships with local hotels and businesses, leading to enhanced revenue generation.
- Processing more than 50 customer calls daily, ensuring high-quality customer service.
- Successfully maintained long-term accounts by creating customised packages and pricing strategies tailored to client needs.
- Boosted sales by upselling packages to meet customer requirements and enhance value.

Front of House Manager (Part-time/Weekends) September 2021 – March 2022

- Supervised and managed daily Front of House operations, ensuring smooth service delivery and client satisfaction.
- Conducted regular team briefings to update FOH staff on service standards, promotions, and health & safety requirements.
- Reported on FOH performance, client feedback, and staff progress to senior management, suggesting improvements where necessary.
- Acted as the first point of contact for clients, resolving queries and complaints with professionalism and discretion.
- Boosted sales by upselling packages to meet customer requirements and enhance value.
- Managed over 200 customers per evening.

Repose (Wellness Space) - London, UK

May 2022 – December 2022

Client Experience & Wellness Consultant (Part-time)

- Served as the first point of contact for clients, providing a welcoming and professional experience from initial inquiry to ongoing support.
- Managed client relationships, ensuring personalised care and consistent follow-up to build loyalty and long-term engagement.
- Consulted clients on the use and benefits of biohacking machines and wellness technologies (e.g., cryotherapy, infrared sauna, red light therapy), tailoring recommendations to individual needs and goals.
- Advised on wellness packages and membership options, successfully promoting and selling programs aligned with client objectives.
- Guided clients through the full wellness journey, from booking and orientation to post-session feedback, enhancing their overall experience.
- Supported the studio team in maintaining a premium, client-focused environment that combined innovation with high-quality service delivery.

Bivonas Law - London, UK

December 2018

Legal Intern

- Shadowed firm partner during cases and court proceedings.
- Conducted legal research for current and upcoming cases.

EBR Attridge - London, UK

June 2018 – July 2018

Legal Intern

- Provided support in both criminal and family court cases, including aiding in client interviews and meetings.
- Assisted external barristers from 33 Bedford Row in a Criminal Case involving the defrauding of TFL.
- Drafted detailed attendance notes during hearings for comprehensive record-keeping.

EDUCATION

BPP 2026

Legal Practice Course (LPC)

- Electives: Family Law, Intellectual Property and Private Client (In progress)

City University of London 2016-2020

LLB (Hons)

- Electives: Family Law, Banking Law, Company Law