

Summary

The work in the organization where job is challenging and opportunities are limitless to prove my mettle, where chances of growth are boundless.

Skills

Research skills: Ability to find and interpret relevant legal sources like statutes, case law, and regulations.

Analytical reasoning: Breaking down complex legal issues, identifying key facts, and drawing logical conclusions.

Legal writing: Crafting clear, concise, and persuasive legal documents like briefs and contracts.

Oral advocacy: Presenting arguments effectively in court or during negotiations

Negotiation skills: Reaching agreements through compromise and communication

Client communication: Understanding client needs, explaining legal complexities, and maintaining effective client relationships

Time management: Efficiently managing deadlines and prioritizing tasks

Attention to detail: Thoroughly reviewing documents and identifying potential issues

Professional ethics: Adhering to ethical standards within the legal profession

Teamwork: Collaborating effectively with colleagues and support staff

Critical thinking: Evaluating information objectively and considering different perspectives

Education

Priyadarshini Vidyamandir

SSC, CGPA: 71.23

Mumbai

St. Rock's Junior college of commerce and science

HSC - Science , CGPA: 49

Mumbai

Jun 2010

University of Mumbai, Nalanda Law College

BLS LL.B - Law, CGPA: 48.13

Mumbai

Dec 2017

Sharadchandra Pawar Law College , Swami Ramanand Teerth Marathwada University

LLM, CGPA: 82.85

Nanded

Jun 2022

Experience

Adv. Anita Bafna-Bhoite (AOR-Supreme court) And Associates, Advocates

Intern

- Attending Family Court and High Court with senior advocates.
- Drafting Divorce petition, Domestic violence petition under the guidance of senior advocates.

- Procedure of Court Marriages.
- Matrimonial Disputes.

BPCS Pacific Specially Oils Ltd.

Legal Assistant

- Keep records and maintaining the original legal documents
- Preparing formatting, Amending Notices, Agreements, Deeds, Affidavits, Power of Attorney.
- Coordinate with panel advocates to finalize the Notices Agreements, Deeds, Affidavits, Power of Attorney.
- Preparing the documentation for sale agreement.
- Preparing all legal papers for property loan.
- Maintaining the daily case date diary.
- Handling and attending the civil cases in City Civil Courts {Fort and Dindoshi}
- Preparing and filling application and other mandatory procedural document in courts.
- Attending office of the department of High Court, City Civil Court, Small causes court, Metropolitan magistrate court for removing objection of the petition, suits, application and obtaining the certified copies.
- Drafting notices such as U/s 138 of Negotiable instrument act, demand notices.
- Handling and attending few criminal cases in Metropolitan magistrate court and session court.

Practice

Advocate

- Rent agreements

Certifications

MS-CIT Computer Operation

Language

English Marathi Hindi Gujarati

Extra Curricular

Dancing and Reading