

Vinay Kumar Sharma

Advocate



Contact

Education

LLB/Bachelor of Laws
(Guru Nanak Dev University Regional
Campus Jalandhar)
[August, 2016 to June, 2019]

BBA/Bachelor of Business
Administration
(Punjab Technical University)
[August, 2013 to June, 2016]

Membership/Bar

Enrolled as Advocate in Bar Council
of Punjab and Haryana in July, 2019.

Passed All India Bar Examination,
14 in November, 2019 and got
Certificate of Practice.

Member of District Bar Association,
Pathankot

Key Skills

MS Office
Legal Software
Authoritative Legal Research
Courtroom Scheduling
Administrative Skills
Editing and Proofreading
Document Filing
Legal Terminology
Creative Problem Solving
Reporting and Documentation
Case Management
Corporate Terminology
Corporate Litigation
Commercial Awareness
Time Management

Professional Summary

Innovative, dedicated and skilled young Advocate. Responsible for assisting in the preparation, finalization and filing of legal documents. To conduct legal research, including search judgments, law points and other helpful legal knowledge. Reviewed, proofreads and edited legal documents. Resourceful Adaptable Exceptionally efficient and Team-oriented young Advocate with an outstanding ability to assess the operations.

Experience

[July, 2019 to Present]

Junior/Associate Advocate to Chambers of S Advocate,
District Courts Complex, Pathankot.

- Drafts Correspondence and Legal Documents.
- Present affidavits, documents and other formal statements as evidence in Court.
- Search Legal Judgements, Law Points from Software Law finder, Legal Books and by Journals.
- Writes and Summarizes reports to help trials.
- Fluent in MS Office and other related softwares.

Professional Activities

Appointed as Local Commissioner in a Miscellaneous Application by the Hon'ble Court of Civil Judge, Senior Division, Pathankot and submitted a Report regarding the matter.

Communication

Languages: English, Hindi, Punjabi.

Skills:

- Excellent written and verbal communication.
- Empathic listener and persuasive speaker.
- Excellent Presentation and Confident Skills.
- Motivation speaker.

Hobbies

- Reading Knowledgeable Stuff
- Surfing Internet relating International legal Opportunities
- Do writing but not seriously or professionally
- Listening Music especially Instrumental or classical
- Watching and read religious articles or documentaries.
- Eating or sometimes Cooking

My Motivational Quote

"If I do not know the answer it's okay because I know, how to find the answer"