

# Vinay Kumar Sharma

## Advocate



### Contact

[REDACTED]

### 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 [REDACTED] 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"