

# SABAREESAN G

## ADVOCATE

+918428522658 @ sabaree11199@gmail.com <https://www.linkedin.com/in/sabaree199> Karur



### EXPERIENCE

#### ADVOCATE

karur district court 08/2023 - Present Karur

- Knowledgeable dealing with pleadings, affidavits, motions and exhibit preparation
- Drafted correspondence, documented data and submitted materials to appropriate parties.
- Observed court procedures and confidentiality policies.
- Assists and worked with RTI, Drafting petitions and legal notice.
- Monitored and answered phones and messaging systems.
- Maintained knowledge on case status by reviewing relevant records and reporting back to clients.

#### Student Intern

Coimbatore district court 03/2023 - 04/2023 coimbatore

- coimbatore district court
- Analyzed the counsel in preparing motions and trails, and attended court proceedings
- analyzed various civil, criminal and family cases and research for fact checks
- Knowledgeable dealing with pleadings, affidavits, motions and exhibit preparation

#### ASSITANT INTERN

Legal solutions 2021 - 2022 Coimbatore

- LEGAL SOLUTIONS- COIMBATORE - Analyzed legal documents and other legal research work. -Tracked status of cases through case management. Run report as needed. -filing a police complaint on behalf client and managing cases - drafting a legal documents and legal notices

### EDUCATION

#### LLB.,

Government law college ,Coimbatore  
03/2021 - 06/2023 Percentage-64.458

#### B.Sc.,

Jamal mohamed college,Trichy  
06/2017 - 09/2020 percentage-74.28

#### 12th

St.joseph's college Higher secondary school,trichy  
06/2016 - 05/2017 Percentage-87

### CO- CURRICULAR ACTIVITIES

NATIONAL SERVICE SCHEME (NSS)  
JAMAL MOHAMED COLLEGE  
08/2017 - 07/2019 TRICHY

### LEADERSHIP AND SOCIAL AWARENESS CAMP (LASAC)

ST.JOSEPH'S COLLEGE HIGHER SECONDARY SCHOOL, TRICHY-620002.  
06/2014 - 04/2015 TRICHY

### SUMMARY

LLB graduate and a professional enrolled Advocate with a thorough understanding of the legal, office, administrative, and clerical support activities, as well as legal papers, court filings, and legal procedures. Dedicated, dependable, and capable of handling a large volume of work. Skilled in conducting and articulating necessary research and assisting with appropriate responses to queries from clients, both internal and external. Known for having a pleasant attitude and being adaptable.

### LANGUAGES

English Advanced ●●●●●

Tamil Proficient ●●●●●

### SKILLS

#### Legal Research

#### Microsoft Office

#### Case management

#### Task management

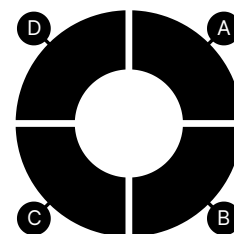
#### Client support

#### Basic computer skills

#### Reporting and documentation

#### Local court procedure

### MY TIME



- A Planning and Scheduling
- B Intract with clients
- C reading and writing
- D spending time with my family members