

# MANJU SRI D

LAWYER

**Address:** 48, Abdulkalam Street, Roja Nagar, Reddiarpalayam post, Oulgaret, Puducherry-605010

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Knowledgeable with solid understanding of litigation documents, client relationship building and court procedures. Currently under mentorship of Advocate Mr. Anandabascarane B.SC.,B.L. Puducherry. Eager to support legal team with research, documentation and investigative skills.

## SKILLS

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- Court Trial attendance
- Legal Research
- Exceptional writer
- Document preparation
- Proficient in MS Word

## WORK HISTORY

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2021-02 – 2023-02      Law Student Intern

AUM Associates, Puducherry

- Performed legal and general research, drafting memoranda, and correspondence
- Reviewed legal information and proofed documentation for errors.
- Attended depositions and court proceedings and prepared summaries on cases.
- Organized legal filing system to maximize efficiency.
- Drafted, received and tracked due diligence checklists.
- Prepared accurate pleadings, motions and briefs for review by partner attorneys.
- Filed legal documents promptly and accurately with local courts.
- Sorted legal documents, filing and case materials in clear, orderly systems.
- Attended court hearings and depositions to take notes and document proceedings.

	<ul style="list-style-type: none"> <li>Reviewed, edited and proofread litigation for proper grammar, spelling and punctuation.</li> </ul>
2023-03 – 2023-05	<p>Law Student Intern</p> <p>VAS Associates, Puducherry.</p> <ul style="list-style-type: none"> <li>Performed legal and general research, drafting memoranda, and correspondence.</li> <li>Attended depositions and court proceedings on Civil Cases.</li> <li>Organized legal filing system to maximize efficiency.</li> <li>Drafted, received and tracked due diligence checklists.</li> <li>Prepared accurate pleadings, motions and briefs for review by partner attorneys.</li> <li>Filed legal documents promptly and accurately with local courts.</li> <li>Reviewed, edited and proofread litigation for proper grammar, spelling and punctuation.</li> </ul>
2023-09 -	<p>Junior Lawyer under the mentorship of the Independent Senior Lawyer Mr. Anandabascarane who has an experience of 50 years in litigation in various fields like Property Laws, Partition Laws and Banking laws.</p>

## ***Education***

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2020 – 2023	<p><b>LL. B</b></p> <p>Dr. Ambedkar Government Law College</p>
2020 – Current	<p><b>M. Sc Applied Psychology</b></p> <p>Annamalai University – Chidambaram</p> <p>Distance Education</p>
2017 – 2020	<p><b>Bachelor of Arts: English Language and Literature</b></p> <p>Bharathidasan Government Women’s College – Puducherry</p> <ul style="list-style-type: none"> <li>Member of Book Club in English Department</li> </ul>
2018 – 2019	<p><b>DEL F A1 And A2: French Studies</b></p> <p>Alliance Francaise De Pondichery</p> <p>Passed Niveau 5</p>

## ***LANGUAGES***

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English

Tamil

French

## ***CERTIFICATIONS***

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2022 – 01 – 2022 – 05

Certificate on Mediation and Arbitration for Law Students by  
EMW (E- mediation writings)