

RITTIKA PANDA

9064475010 - rittikapanda.015@gmail.com

Dear Hiring Manager,

I am writing to express my interest in the Advocate position at the Company, as advertised. With a Bachelor of Laws from Vidyasagar University and extensive experience in handling a diverse array of legal matters, including property, succession, and family law cases, I am confident in my ability to contribute effectively to your team.

During my tenure at the Office of Adv. Sitaram Panda's chamber, I honed my skills in legal research, documentation, and case management, successfully handling over 30 cases while ensuring compliance and efficient coordination with court staff. Additionally, my ongoing certifications in Legal English Communication and Advanced Contract Drafting reflect my commitment to continuous learning and professional development.

I am particularly drawn to the Company for its reputation for excellence in the legal field and its commitment to providing innovative solutions to clients. I am eager to bring my expertise in drafting conveyance deeds, conducting legal research, and advocating for clients to your esteemed firm.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of the Company.

Sincerely,

RITTIKA PANDA

Linkedin

- [linkedin.com/in/rittika-panda-42a077250](https://www.linkedin.com/in/rittika-panda-42a077250)

Summary

Experienced Advocate adept at drafting conveyance deeds, conducting legal research, and handling property, succession, and family law cases. Skilled in executing legal processes, drafting advocate notices, and coordinating with court staff. Proficient in client meetings, local inspections, and courtroom arguments with over 30 cases. Holds ongoing certifications in Legal English Communication and Advanced Contract Drafting, Negotiation, and Dispute Resolution. Education includes a Bachelor of Laws from Vidyasagar University. Demonstrates strong skills in legal documentation, compliance, contract drafting, negotiation, organization, and effective communication.

Experience

Office of Adv. Sitaram Panda's chamber

February 2021 to Current

Advocate

- Handled drafting of conveyance deeds including sale deed, gift deed, title suit, agreement, affidavits
- Undertook legal research in areas of civil laws, property related matters
- Executed Legal process for Affidavits
- Handled and assisted with property related cases, succession/probate cases, family law matters
- Coordinate with court staffs for filling cases
- Attended clients's meetings with my senior
- Doing arguments 30+ cases
- Drafted Advocate notices
- Doing Local Inspection Works

Education and Training

Vidyasagar University(VU)

2020

BA(LLB)

Vidyasagar Vidyapith Girls High School

2015

12th

Mission Girls' High School

2013

10th

Certifications

- Diploma in Legal English Communication for Lawyers - oratory, writing, listening and accuracy, LawSikho-NSDC Certified, 2023, Ongoing
- Diploma in Advanced Contract Drafting, Negotiation and Dispute Resolution, LawSikho-NSDC Certified, 2024, Ongoing
- Bootcamp on SEBI LAW OFFICER, LawSikho-NSDC Certified, 2023

Skills

- Legal Research
- Legal Documentation
- Legal Compliance
- Contract Drafting and Negotiation
- Legal Analysis
- Legal Advisory
- Legal Case Management
- Creative and Critical Thinking
- Organization and Administration
- Effective Communication
- MS Office