**RESUME**

# Assistant to the Head of Mission, A2, Chennai

SHANMUGAVEL. S

S/o. D. Subramanian,

2, E.V.R Periyar Street,  
  
Anna Nagar,  
  
Madurai 625 020   
Cell : 91 63855 79169

E-mail : [svel.504@rediffmail.com](mailto:svel.504@rediffmail.com)

advocateshan.5550@gmail.com  
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Respected Sir,  
 I wish to apply for the post of LEGAL MANAGER

I humbly submit Resume enclose with this application for your favorable consideration

Yours faithfully,

S Shanmugavel

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*OBJECTIVE:*

TO SHINE IN THE LEGAL PROFESSION WITH THE BEST USE OF MY SKILLS AND TO PROVE MY EFFICIENCY IN WHICHEVER CAREER I POSSESS.

*Competent and efficient Legal Advisor with 9 + years of experience providing excellent administrative support to multiple attorneys.*

NAME : SHANMUGAVEL . S

FATHER’S NAME : D. Subramanian,

DATE OF BIRTH : 30.12.1973 AGE: 46 + YEARS.

PLACE OF BIRTH : MADURAI DISTRICT.

RELIGION : HINDU

MOTHER TONGUE : TAMIL

MARITAL STATUS : MARRIED

PERMANENT ADDRESS: : 2, E.V.Ra Periyar Street,

Anna Nagar,

Madurai. 625 020.

**E-mail:** [**svel.504@rediffmail.com**](mailto:svel.504@rediffmail.com)

**Cell : 63855 79169**

**III**. PHYSICAL DATA:

BLOOD GROUP : B POSITIVE

**Educational Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Institution/University** | **Year of Passing** | **Percentage/Class Obtained** |
| B.A.,  M.A (Journalism And Mass Communication) | THIAGARAJAR COLLEGE, MADURAI  Madurai Kamarajar University, Madurai | APRIL 1995  MAY 1998 | II Class  II Class |
| B.L | Tamil Nadu Ambedkar Law University, Chennai  *Madurai Goverment Law College , Madurai* | July 2010 | II Class. |

**Practising Area:**

* + Prepare pleadings and motions, organize documents, make filings with courts, and schedule depositions.
  + Draft discovery requests, including those for production, interrogatories, admissions, and copies
  + Maintain calendar for filing deadlines, conference calls and meetings, depositions, and court hearings
  + Communicate effectively with clients, attorneys, court personnel, law clerks, and judges.
  + Transcribe dictation and review/prioritize all incoming mail

Civil cases, Criminal Cases ,

Debts Recovery Tribunal Cases, at DRT Tribunal Madurai.

Consultant for Labour Laws and Statutory Compliance –

Labour Laws for the Companies including Factory Act.

**Experience: 9 Years as Practicing Advocate in Madurai District Court.**

**Technical Qualifications: : Typewriting English and Tamil Both Higher**

**Grades.**

**Diploma in Computer Operating Course**

**( Issued from Tamil Nadu Government Certificate)**

**Current CTC : Around 5 Lakhs.**

**Expected CTC : 5. 5 TO 6 Lakhs.**

**Notice Period : 1 MONTH**

The information’s given above are true to the best of my knowledge. Any further information will be provided as and when needed.

Signature

S. Shanmugavel