



PROFILE • ABOUT ME

- Extensive experience of XX years in investigating case facts to ensure the consideration of all relevant information; identifying appropriate materials, legal articles, judicial decisions, and laws for assigned cases
- Adept in organizing, analyzing, and compiling information; drafting legal arguments for lawsuits; preparing motions and pleadings for filing in court
- Skilled in tracking and organizing files from case documents to facilitate access and availability to attorneys; drafting separation agreements, mortgages, and contracts
- Deft in managing other law office staff and delegate responsibilities; maintaining financial records, track hours, and bill clients; searching legal records collected in computer databases

EDUCATION

Law , Bachelor of Laws

Completed, April 2003

Hindustan Law College
New Delhi, Delhi

WORK EXPERIENCE

Legal Assistant Manager

May 2015 - Current

Lydia Recruiters

Mumbai, Maharashtra

- Help lawyers and paralegals; answer phones and take messages
- Converse directly with lawyers, clerical personnel, courtroom staff members, clients, commercial vendors, and expert witnesses; create detailed spreadsheets and presentations
- Prepare law documents for conferences and review
- Prepare the first drafts of memos; proofreading legal documents, such as briefs and pleadings
- Schedule appointments and maintain a detailed calendar
- Maintain and organize files; update files with case status and information
- Communicate with clients; update clients on case progress

Assistant Legal Manager

Sep 2010 - Sep 2014

Unilever

Navi Mumbai, Maharashtra

- Provided administrative support to the lawyer and enhance office effectiveness
- Handled communication with clients, witnesses, etc.
- Administratively supported and attended trials
- Prepared case briefs and summarize depositions, interrogatories, and testimony
- Conducted investigations and statistical/documentary research

- Located and developed case-relevant information
- Typed up and file basic legal documents and correspondence
- Answered and directed phone calls
- Maintained contact lists; monitored deadlines and juggle calendars

TRAINING & CERTIFICATIONS

- Certified Legal Assistant , 2015

SKILLS

- Independence
- Written and verbal communication.
- Adaptability
- Work ethic
- Teamwork
- Leadership

COMPUTER PROFICIENCY

- Window ●●●●●
- Microsoft Outlook ●●●●●
- MS Office – Word, Excel and PowerPoint
- Google Suite

LANGUAGES

- English ●●●●●
- Hindi ●●●●●

PERSONAL INTERESTS

- Cycling
- Trekking
- Reading Newspaper
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PERSONAL INFORMATION

Birthday: 01/10/1981

Address:

C-64

Sector-21

Delhi - 212652

Delhi