



SRIJEETA GUPTA

ADVOCATE, SERIOUS FRAUD INVESTIGATION OFFICE

CONTACT

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PROFILE

An advocate having experience of 4 years in the field of civil, criminal and corporate law. A member of Bar Association of Calcutta High Court. Adept at drafting and reviewing agreements, petitions and other legal documents. Adept at pointing out frauds and illegal activities committed by corporate entities.

EDUCATION/ QUALIFICATION

Cleared All India Bar Examination

2019

Bar Council of India

B.A.LL.B.

2013-2018 (68%)

Calcutta University

Higher Secondary Examination

2013 (60.5%)

West Bengal Council of Higher Secondary Education

Madhyamik

2011 (65.5%)

West Bengal Board of Secondary Education

EXPERIENCE

Currently working at:

Serious Fraud Investigation Office, Ministry of Corporate Affairs (Outsource), Regional Office Kolkata (Investigation Team)

Designation: Para Legal Associate (outsource) in Investigation team
Since 26.08.2021

JOB ROLE:

- Identifying the violations of various provisions of companies act 2013, companies act 1956 by companies under investigation
- Tracing the grounds of fraud committed by companies
- Read financial statements of, statutory forms filed by companies with the aid of company secretary and pointing out the violations thereof.
- Assisting the investigating officer in invoking appropriate sections of companies acts
- Verifying petitions, rejoinders etc., before filing in courts and NCLT
- Coordinating with other governmental agencies like CBI, SEBI, Income Tax Department. NSDL, CDSL
- Framing questions and taking the statements of people summoned with the investigating officer
- Conducting legal research

CERTIFICATION/ COURSES

All India Bar Examination

2019

Bar Council of India

Certified course on:

INDIAN INCOME TAX (DIRECT TAX)

from **UDEMY**

2023

Chamber of Advocate Murari Mohan Das, Calcutta High Court

Designation: Legal Associate

10.06.2019 - 30.07.2021

JOB ROLE:

- Drafting petitions including writ petitions, bail petitions, affidavit in oppositions etc.
- Drafting agreements of sale, mortgage etc.
- Conducting legal research
- Conducting conference with clients

T. C. Ray & Co.

Designation: Junior Legal Associate

November 2018- April 2019

JOB ROLE:

- Drafting petitions
- Contract drafting
- Representing clients in arbitration proceedings
- Conducting conferences with clients
- Conducting conferences with other advocates and briefing them subject matters
- Assisting senior advocates in appearing before courts
- Conducting legal research

SOFTWARE PROFICIENCY:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

INTERNSHIPS

- **Certified internship** (civil matters) with law firm '**Chakraborty & associates**' from June 11, 2018 to July 9, 2018
- Internship at **Calcutta High Court** for three months under an advocate (criminal) in 2017 (criminal matters)
- **Certified internship** under advocate **Masood** (civil and criminal) at **Calcutta High Court** for one month from May 16, 2016 to June 10, 2016.

ACHIEVEMENTS:

- Being **college topper** in 9th semester of graduation

PROFESSIONAL SKILLS

- Ability to draft legal documents
- Good knowledge in Companies Act, 2013, Indian

- Securing **All India Rank 24** in **Indian Institute of Corporate Affairs Graduate Insolvency Professional Entrance Examination**

Contract Act, Insolvency and Bankruptcy Code, Indian Partnership Act, Transfer of Properties Act, Arbitration and Conciliation Act.

- Basic knowledge regarding financial statements and statutory forms filed by corporate entities

PERSONAL INTEREST AND HOBBIES:

- Fine arts
- Reading articles and watching documentaries on different scientific and social issues
- Event organization and management

PERSONAL SKILLS

- Well versed with English language
- Problem solving skill
- Ability to think analytically
- Strong sense of responsibility and punctuality
- Ability to work in a team
- Fast learning