**Kishan Dabhi**

Chandkheda, Ahmedabad

**Cell:** 99049 57143

**Email:** [kishan.m.dabhi@gmail.com](mailto:kishan.m.dabhi@gmail.com)

**Summary:**

Legal professional with strong skill in communication, client-focused, computer-savvy looking for a new opportunity in legal department in corporate environment

Professional with a comprehensive theoretical and some practical knowledge of legal and administrative functions combined with knowledge of legal documents, court filings and legal procedures.

Dedicated, reliable and able to handle a high volume of assignments, Known for positive attitude and flexibility—always willing to change work tasks and assist attorneys and paralegals throughout the firm.

Excellent client management abilities and lateral thinking skills, Superior researching skills that help to gather data relevant to the case nature

Highly skilled at establishing communication and convincing the others about a subject

**Skills:**

* Strong communication – (Fluent in English, Gujarati, Hindi)
* Law office support
* Legal Research
* Client relations
* MS office: MS Excel, Word, Powerpoint, Database
* Legal terminology
* Case Management
* Tech-savvy
* Critical thinker

**Professional Experience:**

**Internship**

**M.G. Dabhi 2017 - Present**

**B.Com /LLB /Sr. Advocate**

**District and Sessions Court, Anand**

* Act as a point of contact for all incoming co-counsel requests
* Study the case of the client and determine which law is applicable to the case in question
* Communicate with the client to find out the facts and evidences that will help you make the case stronger
* Maintain confidentiality and protect vital information that may jeopardize the chances of winning the case
* Summarize the case for clients and judges by highlighting the key highlights of the case
* Assist the seniors in preparing gathering evidences and interpreting it for preparing case file
* Assisted in Prepare legal documents that need to be submitted with the court to initiate legal proceedings
* File cases with the court and receive the appointment for court hearing for the case

**Education:**

**Bachelor of Laws (LL.B)**

Anand Law College, Anand, 2016

**Bachelors of Social Work (BSW) – Major in Human Resources Management and Services**

Anand Institute of Social Work, Anand, 2012