

RESUME

Name: Advocate Naisargi Upadhyay

Phone Number: (+91) 8141274913

Email: naisargiupadhyay07@gmail.com

OBJECTIVE:

A highly motivated Advocate, who is both organized and skilled in written and verbal communication, is looking for diverse opportunities in the legal sector.

WORK EXPERIENCE:

Post: Legal Assistant

June 2015 - May 2017

- Witness Management: Proficient in identifying and contacting relevant witnesses, ensuring their availability for depositions, trials, and hearings.
- Legal Library Management: Experienced in organizing and maintaining a legal library.
- Case Support: Demonstrated ability to provide comprehensive support to a team of advocates.

Post: Intern - The Paryavaran Mitra, Ahmedabad

Dec 2017 – Jan 2018

- Student project coordinator for electronic waste management in India
- Successfully conducted two events regarding sustainable development
- In charge of designs and content for the team

Post: Legal Intern - District Court of Ahmedabad

Dec 2018 – Jan 2019

- In charge of drafting questions for recommendation in examination of witness, cross-examination of plaintiff and defendant and argumentation
- Assisted the Senior Counsel Mr. S.B Keshvani in courts of commercial court, district court as well as high court of Gujarat

Post: Paralegal - The District Court of Vadodara

August 2019

- Partnered with 100+ student as well as 20+ paralegal professionals in the cases of lower division court throughout the district of Vadodara
- Personally assisted Honourable Justice R.I Chopra in disposal of those cases

Post: Legal Intern – The Gujarat Mineral Development Corporation | Dec 2019 -Jan 2020

- Analysed various reports of the company
- Learned about the organization's structure and its Corporate Social Responsibility Policy

Post: Legal Intern - Jani & Co. [Law Firm] Ahmedabad

Dec 2020 – Jan 2021

- Was taught drafting of legal documents such as : Sale deed, Will, Gift, Agreement, Notice by the senior solicitor
- Assisted in the counsels of the Firm in cases of Consumer law, Family Law and Securities and Exchange Board of India [SEBI] regulations

Post: Advocate - The Gujarat High Court | Ahmedabad

July 2022 – October 2022

- Participated in Arbitration and Mediation matters
- Generated legal drafts of documents such as: Writ Petitions, Replies, Affidavits, and Rejoinders in High Court.
- Assisted and shadowed the High Court Counsel in court

EDUCATION

The Faculty of Law, The Maharaja Sayajirao University of Vadodara

B.A-LLB [Hons. Program] [CGPA: 6.8] [2:1 UK Equivalent]

SKILLS DEVELOPED

- Excellent Research Skills and Time – Management skills,
- Outstanding Verbal and Written Communication Skills,
- Leadership Skills

LANGUAGES KNOWN

- Proficient in English [IELTS 7.5 BAND], Hindi and Gujarati

IT SKILLS AND CERTIFICATES

- All India bar council qualified
- LinkedIn, Notion, Microsoft Office, and Google Scholar