

Curriculum Vitae

Dhaval Kumar. Ashokbhai Patel (Advocate)

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**B-25 Gokul Nagar Society
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❖ **Strengths:**

- 1> Self-Learning Attitude
- 2> Hardworking for works
- 3> Taking Responsibility
- 4> Ready for any work

❖ **Educational Background**

- S.S C from Gujarat Board
- H.S.C from Gujarat Board
- B.COM from Gujarat University form 2004 with 50%
- L L B form Sardar Patel University in 2014 with 53%

Advocate -Enrolment no: G/2720/2014

❖ **PRACTICE - AREAS – INTEREST**

Criminal Law, Civil Law, and Labour Law, N I 138, M V Act etc...

❖ **Previous Employee work with Allied Digital Services Ltd from 2009 to 2015 as FMS Engineer at Gujarat Fluorochemical ltd Baroda.**

- Manage the servers & Client
- Installation operating systems.
- Installation and manage printer and network printers
- Attendant and installation MD Mac book and printer.
- Call attendant for user.
- Visit to MD house regarding for home pc, printer, problem

❖ **Previous Employee CGSM LTD AT Anand EXPERIENCES: 8 years**

I was individual self-start practice at dakor court and anand civil court and also I am work with CHAROTAR GRAMODHAR SAKARI MANDAL LTD at Vallbh Vidhyanagar since 12-oct-2015 to 26-Oct-2022 as a law officer.

❖ **JOB RESPONSIBILITY**

- Drafting Deed, Notice ,MOU, Affidavit
- Land related work like Bana khat,7/12 entry, N.A. permission
- Revenue work register deed, leave and license, Dastavej, rent or lease agreement
- Manage Civil Cases order 6 rule 8 and Bombay rent act.
- Also filing a suit cpc section 16 A.
- Visit civil court day by day every date regarding of cases.
- Update to civil cases and appear to court behalf of advocate.
- Also Visit Labour Court regarding cases.
- Work with Sr. Advocate for Labour Case at anand labour court
- Factory License related and other work.
- Also co-ordinate with Government officer.
- Manage office legal drafting and Notice
- Co-ordinate with other senior Advocate for case related documents, papers etc.
- Draft a legal notice in English and Gujarati typing.
- Duty of employee of LIC Gratuity scheme and Superannuation pension scheme.
- Co-ordinate regarding Governing body and standing committee meetings.
- Notice against N. A 138

❖ **ACHIEVEMENTS:**

- 1) Settlement 6th case for labour court cases wherein the matters had been 7th years before my joining and have succeeded to put them on settlement with senior Advocate. And also 4 to 5 Civil case settlement who has lived in mandal's vacant possession of the quarter.
- 2) As per N. A. 138 act serve a notice of a party and he was Settlement with us.

• **Present Employee URMIN GROUP OF COMPANY Ahmedabad As Legal Assistant.**

- Manage the Civil/ Criminal cases.
- Visit to the local Court in Ahmedabad.
- Visit to SDM/Mamalatdar office for Land related work.
- Visit to the local Talati office for legal work.
- Work with Sr. Advocate and day to day visit to court.
- Opinion to the legal head regarding cases.
- Ready to paper regarding case related.
- Signing a requirement for of company authority head.

- Work independent and self learning.
- Real estate Work
- Land related work like 7/12,8A, 6 Hackpatrak

❖ **IT-Skills**

Microsoft office 2007/10/13 (Word, Excel, Power point) and windows all Operating system Knowledge like XP, 7, 8, 10 also typing English and Gujarati format LMG font.

❖ **Personal Information**

Material status : Married.
Date of Birth : 17-05-1984
Languages Known : English, Hindi and Gujarati
Pan card Number : BYQPP0711A