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|  | SHREYA OJHA ADVOCATE   * Location Icon ClipartAhmedabad Guajarat   +91 9602356226  [shreyaojha818@gmail.com](mailto:shreyaojha818@gmail.com)  Nationality Indian. |
| Objective | Looking for a work where I could improve my law and legal policies related skills. Seeking a challenging role in a dynamic law field which will offer early responsibilities, a progressive career path. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. |
| Education | * **MASTERS OF LAW: CRIMINAL AND SECURITY LAW (2020-2021)**   *GUJARAT NATIONAL LAW UNIVERSITY, GANDHINAGAR INDIA*  FIRST DIVISION   * **BACHELOR OF LAW: B.A.LL.B (2015-2020)**   *BANASTHALI VIDYAPITH JAMNALAL BAJAJ SCHOOL OF LEGAL STUDIES RAJASTHAN*  FIRST DIVISION   * **HIGER SECONDARY EDUCATION: HUMANITIES**   *BANASTHALI VIDYAPITH RAJASTHAN*  FIRST DIVISION   * **SECONDARY SCHOOL**   *KENDRIYA VIDAYALYA NO.1 SHAHIBAUGH AHMEDABAD*  FIRST DIVISION |
| Work History  (Law Internship) | * ***Mr Adil Mirza Advocate Gujarat High Court*** * Reviewed legal information and proofed documentation for errors. * Attended depositions and court proceedings and prepared summaries on cases. * Organized legal filing system to maximize efficiency. * Performed legal and general research, drafting memoranda, and correspondence. * Conducted initial client interviews, gathering facts and preparing case summaries.  *[Mahendra Bhavsar &Co](http://www.mahendrabhavsar.com/)*   * Reviewed legal information and proofed documentation for errors. * Attended depositions and court proceedings and prepared summaries on cases. * Organized legal filing system to maximize efficiency. * Performed legal and general research, drafting memoranda, and correspondence. * Revised and finalized letters, briefs, and memos. * Researched statutes, decisions, legal articles, and codes. * Attended court hearings and depositions to take notes and document proceedings.      * ***Mr Subodh S. Patil Advocate (Advocate on Record) Supreme Court (2018)*** * Attended depositions and court proceedings and prepared summaries on cases. * Organized legal filing system to maximize efficiency. * Reviewed legal information and proofed documentation for errors. * Performed legal and general research, drafting memoranda, and correspondence. * Interpreted and relayed legal information in clear format for clients. * Drafted various petition under his supervision. * ***Mr Syed Shahid Hasan Advocate Rajasthan High Court Jaipur. (2017)*** * Researched statutes and laws to support compliance and legal risk management. * Communicated with law firms and paralegals to gather information for lawsuits. * Reviewed, drafted and revised agreements and contracts to protect client interests. * Met with clients to help attorneys prepare for depositions. * Performed legal and general research, drafting memoranda, and correspondence. * Attended depositions and court proceedings and prepared summaries on cases. * ***Mr Kuldeep Sharma Additional Public Prosecutor. City Civil & Session Court, Bhadra Ahmedabad Gujarat. (2016)*** * Session court visit * Observation of court proceeding * Attended depositions and court proceedings and prepared summaries on cases * Performed legal and general research, drafting memoranda, and correspondence. * Researched statutes, decisions, legal articles, and codes. * Revised and finalized letters, briefs, and memos. * Researched and analyzed legal issues and cases to provide accurate advice to clients. * Reviewed legal information and proofed documentation for errors. * Organized legal filing system to maximize efficiency |
| Skills | * Research Work * Data analysis * Team work * Practical knowledge * Proficient in MS Office * Good communication skills * Synthesizing of ideas * Litigation review * Legal research * Case analysis |
| **Academic Activities** | * Workshop on Business Ethics and Management organized by Banasthali Vidyapith (23 rd January- 27 th January 2019) * National Essay writing competition on Internet Guide organized by Legal Awaz (2019) * Paper Presented on Cyberspace and Law, International Seminar on Woman and Law (13 th January,2018 at the Indian Law Institute, New Delhi) * Academic and Cultural college fest as Academic Committee Head (2018) * Academic and Cultural college fest as Academic Committee Head (2017) * Client Counseling. 2 nd Runner up, Banasthali Vidyapith (2016) * Banaras Hindu University Model United Nations (2016) * Participant, classical orchestra, International Conference on Streams of Music: Notes, Poetry and Meditation. * Committee member of 1 st Banasthali National Moot Court Competition (2018). * Legal Aid Committee, Jamnalal Bajaj School of Legal Studies, Banasthali Vidyapith (2016-2017) | |
| **Language** | * English * Hindi * Gujarati | |