Dhritika Chikara | Legal Associate

**+917347551831|dhritikachikara1598@gmail.com**

**CAREER OBJECTIVE**

A law graduate with expertise in documentation, filing, and strong writing skills to ensure the accuracy and completeness of important information. I am committed to learning and developing new skills in order to boost my career and take your organization to the zenith of success with a blaze of fire.

**EXPERIENCE**

* **Legal Associate : AEREN LPO :** July,2023- Current
* Assisting the US and Canadian immigration teams. Research on various legal topics, Filling and filing of forms online and offline Drafting cover letters , letter of recommendation, support letters, and petitions
* Conducting research on Employment and Family based US immigration cases. Assisted with legal research, document preparation, and case analysis.Checking missing details and filling up forms and working on exhibits.
* **Internship under NK Bajaj, Advocate :**5th Jan 2023, 2023-1st Feb,2023
* **Internship under Veena Bhutani, Advocate :**1st july 2022-1st august,2022
* **Internship under LM Gulati, Advocate :**5th Jan,2020-5th Feb- 2020

**PROFESSIONAL QUALIFICATION**

* L.L.B. CHANDIGARH UNIVERSITY (2023)
* Panjab University , BSC MEDICAL (2019)
* Schooling from Sacred heart , Chandigarh

**TOOLS AND TECHNICAL COMPETENCY:**

* Asana
* INSZoom
* Trello
* Hubspot

**AREAS OF PRACTICE:**

* Organizing documents
* Legal Research Work
* Filling forms
* Submission of forms online
* Designing SOP, Cover letters, Invitation letters, Petitions and Letter of Recommendation.
* Drafting