

MANSI UPADHYAY

FRESHER - LAW GRADUATE

CONTACT

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📍 Vasundhara, Gaziabad

SKILLS

TECHNICAL SKILLS :

- Microsoft Office
- Microsoft Word
- Microsoft Excel
- Research Analysis on cases

SOFT SKILLS

- Strong organizational and time - management skills
- Ability to work in a team
- Communication skills
- Detail - oriented and able to handle multiple task simultaneously

EDUCATION

Mewar Law Institute (Affiliation to CCSU)

Bachelor's Degree in Law
2019 - 2024

CENTRAL BOARD OF SECONDARY EDUCATION

Class - 12th with 70.02% , 2019
Class - 10th with 7.0 CGPA , 2017

LANGUAGES

English

Hindi

PROFILE

A motivated and articulate law graduate with practical experience in legal internship at District Courts, equipped with strong communication skills and a deication to upholding ethical standards within the legal profession.

WORK EXPERIENCE

Law Intern

Under Advocate - Archana Kumari
(Lady member executive of Shahdara
Bar Association)
Chamber no. 703

2023 - 2024

- Assisted seniors in High Court , lower courts and other various Tribunals.
- Conducted research and prepared reports on various topics related to the cases dealing with firm.
- Drafting of legal notices , applications and other petitions etc.
- Conferred with clients and other involved parties together and track case information.