**CURRICULUM VITAE**

**SANGHAMITRA GOSWAMI**

Contact No. 7002334432

Email : [sgsgoswami3003b@gmail.com](mailto:sgsgoswami3003b@gmail.com)

**Skills:-**

* Familiar with some of the legal format that is required for drafting documents.
* Researching skills that help to gather data relevant to the case nature.
* Familiar with online portals like Naukri.com for sourcing candidates online for various jobs interview, scheduling interviews etc.

**Currently working at:**

**Consumer Chanakya as Legal Associate.**

**From Oct 2021 to till date**

**ROLE AND RESPONSIBILITIES**

* 1. **Working on Consumer Complaints online PAN India, prepare their works and escalate them accordingly to the concerned authorities.**
  2. **Coordinate with various brands, authorities, banks via calls, mails so that the matter gets resolved as soon as possible via mediation without the involvement of court proceedings.**
  3. **Advising the complainants with the best possible remedies.**
  4. **Helping the complainants to escalate the matter using social media as well.**

**Previously worked at :**

* **Working as a HR Executive in “Evyavan Consulting” since Oct 2020 to October 2021.**
* **Worked as a HR Executive at “The Placer Consultant, Noida” from September 2019 to Oct 2020.**

**ROLE AND RESPONSIBILITIES**

** Understanding client manpower requirements, coordinating and**

**ensuring the right candidates at the right job.**

** Sourcing and screening the right candidate/s through various sources**

**like Job Portals, references and job postings.**

** Handling full life cycle recruitment of IT and Non IT Recruitment.**

**District Court Jorhat, Assam as a Lawyer**

* Practiced as junior lawyer in Jorhat Bar Association (Assam) and along with Senior Counsels from August, 2015 till February 2019 and handles cases with the help of senior which deals with Civil and Criminal matters.

**Educational Qualifications**

* LL.B. from Tezpur Law College (Sonitpur, Assam) in the year 2014.
* Graduate (B.A.) with English as major subject from D.C.B. College (Jorhat, Assam) in the year 2011.
* Passed Higher Secondary from D.C.B. College (Jorhat, Assam) in the year 2008.
* Passed Matriculation from Royal Oak High School (Jorhat, Assam) in the year 2006.

**Personal Details :**

**Name : Sanghamitra Goswami**

**Address : New Ashok Nagar, Delhi, 110096**

**Date of Birth : 30th March 1990**

**I do hereby declare that all the above mentioned information are true to the best of my knowledge.**

**Sanghamitra Goswami**