# Mrs. Reema Sharma

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# Career Objective:-

A quick learner who can quickly absorb new situations and can communicate clearly and effectively with both legal professionals and clients. Constantly focused on resolving legal issues and always looking for ways to improve and evolve processes. A strong leader who works well under pressure and understands the complexities of the legal system.

Presently looking for a lawyer’s position that provides high level of job satisfaction and is also diverse and challenging.

# Career Growth:-

* Worked with legal firm name Ashrafi Law Company at Pune as Junior Advocate from May 2012 to October 2015.
* Worked with legal firm name Ashrafi Law Company at Pune as Senior Advocate from June 2018 to December 2021.
* Worked with Maxleben Advisory at Noida as Legal Assistant from 15th

January 2022 to 30th September 2022.

* Currently working with Legaltech Media Private Limited from 1st October 2022 till date.
* Involved in practicing law by authoritative advice to clients and representing them at Court. Also assisting senior Advocate in every matters.

# Job Responsibility:-

* + Providing accurate, timely and effective legal advice to clients.
  + Studying police reports, interview transcripts, medical records and other facts to help and find solution to the problems of client more effectively.
  + Attending hearings at court.
  + Presenting evidence in court to support clients in legal proceedings.
  + Giving oral arguments in a court of law.
  + Advising clients on their legal rights and obligations.
  + Getting to know clients and developing and maintaining relationships with them.
  + Looking for evidence that will back up a client’s case.
  + End to end contract drafting, vetting, redlining, abstraction, summarization with support of required legal documents and negotiating different forms of client facing/ service contracts mainly non-disclosure, distributors, franchise, leave and license agreements, MOU, service agreement, settlement. Analyzing legal issues related to commercial risks with concern team and presenting clear recommendation and assuring legal compliance accordingly.
  + Drafting plaints, agreement, will, gift deed, legal notices etc.
  + Involved in out of court settlements.
  + Preparing arguments to be heard in a trial.
  + Gathering and organizing evidence on behalf of clients
  + Acting as an intermediary to solve matters outside court between the parties.
  + Interpreting and explaining the law clearly to booth individual and business clients.
  + Handled RERA matters efficiently drafting, filing of complaint presenting before the RERA authority, filing of the execution.
  + Handled Matters under Negotiable Instrument Act, drafting, filing of complaint, presenting the case before the court independently.

# Professional Experiences:-

* + Possessing the ability to convincingly present a case in court.
  + Good knowledge of criminal, civil, family matters, Rera Matters, Negotiable Instrument Act matters.
  + Worked with clients to understand their circumstances and needs.
  + Attended the matters of civil/criminal/district/session/co- operative/family/labour courts/charity commissioner for trust matter etc.
  + Also have knowledge of conveyance and registration of sale deed, agreement to sale, deed of assignment, leave and license agreement, will, gift lease and other documents for transfer of landed property, etc.
  + Act as an assistant to Notary Public
  + Acted as arbitrator for mediation of family matters.
  + Can draft all kinds of Legal Document including Contracts.
  + Adept in preparing for trials, reviewing documents and effectively presenting cases in court.
  + Draft and review contracts and internal policies in accordance with all applicable regulations.
  + Negotiate with opposing parties to avoid litigation and reach resolutions.
  + Advised executives regarding legal rights, opportunities and obligations.
  + Drafted and renewed agreements.

# Key Competencies and Skills:-

* + Litigation
  + Risk management
  + Investigation
  + Conveyancing
  + Drafting
  + Legal Writing
  + Legal Advice
  + Contracts
  + Regulatory Compliance
  + Legal Research
  + Dispute Resolution

# Academic Qualification:-

* + B.S.L. LL.B 2006-2012

A.K.K. New Law Academy, Pune University

* + LL.M 2012-2014

A.K.K. New Law Academy, Pune University

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