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| CURRICULUM VITAE PERSONAL DETAILS:  C:\Documents and Settings\NIKITA\Local Settings\Temporary Internet Files\Content.Word\Nikki.jpg  **Name:**  **Nikita Nalini Kedar.**  **Present Address:**  48/2296, Gulmohar C.H.S. Ltd, M.H.B. Colony, Gandhi Nagar, Bandra (E), Mum – 51.  **Mobile:**  9773483985 /  9664550065  **E-Mail**:  [nikki\_kedar@rediffmail.com](mailto:nikki_kedar@rediffmail.com)  [nikki.kedar9@gmail.com](mailto:nikki.kedar9@gmail.com)  **Date of Birth**:  16/07/1985  **Sex**: Female  **Nationality**: Indian **Marital Status**: Unmarried. **Linguistic Proficiency:**  English, Marathi & Hindi.  **Strengths:**  Very determined & Quick learner, Positive attitude, Focused, Team Player, and Result Oriented. | Objective  To provide defect free, quality services to the organization working into.  Experience Summary   * Over 2 years of experience in Jurisearch Services (Bombay) Pvt. Ltd as a Legal Consultant in a Legal Process outsourcing. * Over 6 months experience at Bharat Shah & Co. Solicitor firm as a Legal Assist. * Over 1 year 7 months experience in Back office - Computer Operator cum office Executive in Loan Department of Mumbai District Central Co.op Bank Ltd.   Key Skills   * Finding Citations in Case Law and Summary writing * Drafting Legal Notices and Agreements * To prepare a report on loan whether the individual is capable of repaying the loan to the bank or not.   Educational Qualification   * HSC Feb.2004 * BL.S / LL.B 2009     Other Qualifications   * Diploma in Cyber Law * IRDA Exam * Marathi Typing 40 w.p.m * English Typing * Basic Computer knowledge.     I hereby declare that all above given information is true to the best of my knowledge.  **Place: Mumbai** **Sign:**  **Date:** |