

**Archana Gupta**Date of Birth: 11<sup>th</sup> August, 1990

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Mumbai 400063

**Course: LL.B****Specialization:Legal and Management****Academics**

| Course | Institute & University                          | Stream   | Year of Passing | Aggregate Percentage |
|--------|---|----------|-----------------|----------------------|
| LL.B   | Mumbai University<br>(Rizvi Law College,Mumbai) | Law      | 2017            | 50.00%               |
| M.Com. | Mumbai University                               | Commerce | 2013            | 53.13%               |
| B.Com  | Mumbai University<br>(Thakur College, Mumbai)   | Commerce | 2011            | 70.86%               |

**Work experience & Projects****• 2009-2014: Babli Fashions, Manager**

- I started as an intern and worked my way up to become a manager and handled operations. I was responsible for operations for multiple stalls in schools, co-ordinating with vendors, maintaining stock, marketing, etc.

**• 2014-May, 2017: Prerna Financial Corporation for Loan Syndication Work and DSA**

- Client Relationship Management and follow-up. Co-ordinated with concerned bank representatives.
- Filled various loan forms along with documents required with each form, learned CMA reading, agency functions provided by a DSA.

**• September,2017 – Present : J.K.Juris and Associates And JayRam and Company, Legal Executive**

- I worked as an Executive for the Legal Firms (Non Litigation Firms) Under Adv. Jay Bhargavram.
- I did online data entry for Notice of Intimation and sent those for filing at the registration offices along with the relevant documents needed on behalf of our client banks.
- I prepared Legal Scrutiny Report and did Title Search work which are required by the banks.
- Along with Title Search, I also did searches for Encumbrance Certificate for the client banks.
- I also did Vetting of documents and drafting of Legal Documents.
- Along with legal aspect of working at the firm, I was handling the admin part of the office.
- I was interacting and handling Clients, visiting our office and/or on telephone.

### Extra-Curricular Activities

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- Organised and participated in college festivals & events at Junior, Degree and Post-Graduate College level.
- Appeared for Hindi & Marathi Public Exam, United Schools Organisation of India (United Nations) Pre-Senior UN Information Test Certificate.
- Completed Certificate Course on Share Trading from BSE Training Institute.

### Interests

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- Culinary skills
- Reading Books (Fiction)