

SHIKHA SHAH

Trainee Associate

CONTACT

(+91) 9930880280

Mail Id –

shahshikha0695@gmail.com

LinkedIn -

<http://www.linkedin.com/in/shikha-shah-40a020165>

EDUCATION

BACHELOR OF LAW (LL.B)

Jitendra Chauhan College of Law
Mumbai, India / 2017-2020

**BACHELOR OF COMMERCE
(B.Com)**

R. D. National College
Mumbai, India / 2013-2016

SKILLS

- Real Estate Transactions
- Legal Research
- Legal Writing
- Title Due Diligence
- Legal Contract Review
- Documentation/Drafting
- Lease/Leave and License Negotiations
- Communication
- Comprehensive Problem Solving
- Property/Real Estate Laws

PROFESSIONAL SUMMARY

Analytical and detail-oriented trainee associate with broad and deep experience in real estate matters, including real estate transactions, drafting, documentations, research, title due diligence, leasing, leave and license negotiations. Effective communicator with well-equipped knowledge and procedures of law. My career objective is to seek challenging assignments and responsibility with an opportunity for growth and career advancement as successful achievements. To enhance my professional skills in a dynamic and stable workplace.

EXPERIENCE

TRAINEE ASSOCIATE

Parinam Law Associates • April 2021– June 2021

- Involved in drafting real estate agreements and legal documents.
- Conduct title due diligence and drafting Opinion on Titles pertaining to various types of properties.
- Negotiate purchase and sale agreements for residential and commercial properties.
- Handle landlord tenant issues, including leases, leave and license agreements.
- Pro-actively participate in various negotiation meetings and maintained all client's legal documents.
- Research and advised clients on real estate transactions.

INTERN

Dhaval Vussonji & Associates • July 2019 –September 2019 & January 2020 – January 2021

- Assisted in drafting Opinion on Titles pertaining to various types of properties.
- Ensured due diligence and reviewed all land acquisitions and transactions including title opinions, liens, leases and other encumbrances that may be associated with a particular parcel of land.
- Assisted in drafting various real estate agreements and commercial documents and handled execution of deeds and documents.

- Researched on Property Laws.

INTERN

Solomon & Co. Advocates and Solicitors • April 2019 – May 2019

- Researched on legal issues for Real Estate and Intellectual Property Rights (IPR).
- Assisted in drafting Development Agreements, Wills, Gift Deeds and other legal documents.

INTERN

D.M. Harish & Company • January 2019 – February 2019

- Assisted in drafting Prenuptial Agreement.
- Drafted Power of Attorney, Gift Deeds, Affidavits and Memorandum of Understanding (MOU).
- Carried out research on Income Tax Act, 1961
- Attended client meetings and also assisted in execution of documents.

INTERN

The Lawhive Associates • July 2018 – August 2018

- Basic research on Copyright and Media Laws.
- Assisted in matters for Domestic Violence and drafted relevant documents for the matters.

SALES EXECUTIVE – Vertical Appointments

The Times of India • June 2016 – December 2016

- Handled the Vertical Appointments Column of recruitment.
- Pitched and presented the product and handled meetings with Human Resource team of various companies.

CERTIFICATION

- Diploma in Cyber Law and International Law on E-commerce from Government Law College.
 - Strategies to strengthen the Social Service Workforce for Child Protection by UNICEF.
-