**SANDEEP PANDEY**

Mobile: **0226946746**

Email :**advsspandey@rediffmail.com**

**Professional Summary:**

To work and grow in a professionally driven enterprise where I can use all my intelligence, creativity and smart work to prove my worth. I would like to work for a position that offers recognition, challenges, opportunity in this competitive environment.

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| --- | --- |
| **Organizational Skills:**   * Managing analytically and coordination skills. * Strong problem solving skills. * Keep documentation accurate and up to date. * Time Management, Punctual, and Meet Deadlines * Plan and arrange activities, delegate effectively. * Work well with minimal supervision. * Ability to learn new technologies | **Interpersonal Skills:**   * Strong Written and communication skills * Excellent Computer Skills * Work in multicultural client facing role. * Fits well in a team. * Builds good relationship with customer. * Presented information to small groups. |

**Currently working: May-2018 - Present**

**Crew Member in McDonalds,**

**Sylvia Park Food Court,**

**Auckland, New Zealand**

**Work History:**

* **Administrator & Legal Assistant November 2011 – March. 2018  
  PAL & PAL Associates - Mumbai, India**
  + Follow-up matters with Solicitors and Counsels.
  + Interviewing and advising clients and witnesses.
  + Draft Applications / Affidavits / Chamber Summons / Notice of Motions / Replies/Suits/Writ petition/complaints/Notices/agreements and various other documents relating to property.
  + To vet the Applications / Affidavits / Chamber Summons / Notice of Motions / Replies Suits/Writ petition/complaints/Notices/ etc. prepared by Solicitors / Advocates and give opinion / suggestions on the same.
  + Prepare status report- Make report to the Director-Legal about progress in the matter.
  + Drafted Writ Petitions, All kinds of Civil suits, Criminal matters and prepared Deeds, Legal notices and Representations.
  + Provide assistance to all matters, Provide support service to peer group.
  + Daily Follow up of filing, status, and steps taken by legal departments or concerned persons handling cases at various locations.

**Administrator & Legal Assistant September 2010 – Oct. 2011  
R.D. Mishra, Advocate High Court - Mumbai, India**

* + Preparing Files for issue of court proceedings and keeping the client regularly informed.
  + Attended Court Proceedings and Various Meetings in the Bombay High Court, Mumbai, India and as well other lower courts in Mumbai, India.
  + Researched on Judgments and on various laws of India.
  + Scanning documents and letters on a daily basis to be stored in the firm’s case management system.
  + Proof reading documents and checking cross references etc.
  + Preparing letters and emails to clients.
  + Attending meetings where negotiations are held.
  + Processing contractual documentation.
  + Reviewing certificates and correspondence received from third parties.
  + Preparing legal documentation for execution by relevant parties.
  + Interviewing and advising clients and witnesses.
  + Analysing, researching and summarizing legal information.
  + Assigning and supervising the work of junior staff.
  + Preparing invoices and monitoring time recorded against fee estimates.

**Sales Representative July 2009 to June 2010**

**DD Tours & Travels –Mumbai, India**

* + Exceeded customer expectation while assisting in planning and revision of travel itineraries for luxury vacations.
  + Upsold services and enhanced customer experiences by explaining all aspects of travel options.
  + Provided solutions and recommendations while addressing any questions and concerns with guests.
  + Collaborated with domestic and international hoteliers and tour providers.

**Sales and Admin** **April 2008 to May 2009**

**Apcon Construction PVT LTD – Mumbai, India**

* + Transcribed and created construction completion lists, punch lists and Quality Control lists for trades to complete.
  + Supported Project Manager, Superintendent, Project Engineer and Assistant Supers Created and maintained the filing system for correspondence and list maintenance.
  + Assisted in general office.
  + Created monthly Payroll reporting, used in the client billing process Managed the Accounts Payable documentation process.
  + Prepared presentations and spreadsheets used in upper management meeting.
  + Created a workstation manual and trained other employees upon my resignation

**Education**

**ICL Business School Currently studying Postgraduate Diploma in Business (Level 8) 2018-2019**

Mumbai University, India **Bachelor of Law – B.L.S LL.B** 2005-10  
R.J. College **Higher Secondary**  2002-04  
N.E.S High School **Secondary School**  1991-02

**Hobbies:** Listening to music, Travelling, playing any kind of Sports.

**References available upon request.**