

**Shailza Sharma**

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B-127, Sector 71, Noida

**Carrier Objectives:**

Energetic professional seeking creative law firm to work with on daily basis updating skills and building reputation of the firm and achieving success. Seeking position as Legal Research Assistant where extensive experience and superior organization where I can utilize my skill and legal knowledge.

**Summary of Skills:**

Self – motivated and creative individual extensive experience in conducting research into all case being worked on by legal companies. Excellent time management skills with highly developed organizational abilities. Proficient with Internet access and office software.

**Education:**

**Degree;** Bachelor of Arts and Bachelor of Law (Hon's) November 2014

**Secondary and Senior Secondary Education;** Himachal Pradesh Board with A grade

**Highlights**

- Drafting Legal notice (Employment Agreement, NDA, Partnership Agreement)
- Thorough Knowledge of Law
- Legal Blog and Article Writing
- Interested in Legal Research
- Business Plans, and Social media content, Website Content;
- Good hand on Research tools like Manupatra, Lexis Nexis;.
- Good skills with e-courts and NCLT website;
- Drafting of various legal notices and reply to notices.
- Fluent in English
- Fast Learner
- Active Listener
- MS Office, Excel, Power Point Presentations

## **Professional Experience**

**July 2019 – May 2020**

**Senior Legal Associate**

**Enterslice IETS Pvt. Ltd. - Noida**

- Making Research, Writing blogs, check and edit team's blogs for off and on page before publishing on website.
- Making business plans and presentations for client.
- Drafting Legal Notices.
- Compiled data and researched on numerous legal topics on government policies, licensing process, Company Incorporation.
- Managing and assigning work to team.

**July 2018- July 2019**

**Legal Strategic Consultant**

**NTL Electronics - Noida**

- Prepared, edited, and proofed legal documents in a professional manner.
- Maintained office records, ordered supplies, and processed mail.
- Act a point of contact for all incoming co – counsel requests.
- Composed and revised legal documents for attorneys, including letters, dispositions, and court filings.
- Ensured legal documents were processed and handled in a timely and efficient manner in order to comply with appropriate regulations and deadlines.
- Filed all documents through a web database for all office clients.
- Drafting various agreements like shareholder agreement, stake holder agreement, and Settlement agreement.
- Handling day to day, legal working of the company.

**October 2016- March 2017**

**Legal Trainee**

**Exigent Pvt. Ltd. Bangalore**

- USA Immigration Process.
- Filling of H1B visa for clients having F1 visa on USCIS website.

**May 2015 – September 2015**

**Associate (Paralegal Position)**

**United Lex (Gurgaon)**

- Document Review.
- Helping International attorney with their ongoing cases.

**Early Career – October 2014 – March 2015**  
District Court Lawyer

Legal Practice with

### **Professional Efficiency**

- Diligent and active
- Convincing ability
- Excellent interpersonal skills
- Excellent oral and verbal communications
- Eye for detail
- Disciplined

### **Software Expertise**

- Software's – fax/WIN FAX, QUICK BOOKS PRO, MS word, excel, power point, Word Press
- Operating systems – MS DOC , Windows XP , Windows 7, Windows 8, 10.
- Familiar with research Engines ( MANUPATRA, TIOU HOUSE , LEXISNEXIS AND WESTLAW)

### **Extra-Curricular Activities:**

- Member of the organizing committee for annual fest at university.
- Active participation in Math's and Science exhibitions at school levels.
- Active participation in cultural activities and quizzes at school level.