

Ameya Gawhane

PARALEGAL

About Me

I am a highly motivated and ambitious legal professional. I possess strong skills in drafting, writing and legal research along with excellent communication and interpersonal skills. I am looking to work with an organization in the legal fraternity where I can contribute to the growth of the firm and in turn develop further skills and enhance my work experience. Driven by the passion for the legal profession I am certain I can make significant contribution to the organization that I would work in.

SKILLS

- Excellent written and verbal communications skills
- Legal Research
- Legal Drafting
- Strong Interpersonal skills
- Ability to work independently and as part of a team
- Proficiency in using legal case management software and MS Office Suite
- Strong Attention to Detail
- Well versed in maintaining client confidentiality and adhering to ethical guides

COMPUTER PROFICIENCY

- **Windows**
- **MS Office Suite**
- **Insight Case Management System**
- **PipeDrive CRM**

LANGUAGES

- **English**
- **Hindi**
- **Marathi**

- +44.7826317366
- Swansea, United Kingdom
- ameyagawhane@gmail.com
- <https://linkedin.com/in/ameya-gawhane-839821b3>

WORK EXPERIENCE

• Legal Claims Handler/ Paralegal/Bridger & Co. Solicitors

April 2023 - August 2023

Swansea, West Glamorgan
United Kingdom

- Litigation
- Experienced in dealing with Personal Contract Purchase(PCP) Claims / Financial mis selling
- Managing a caseload of over 200 active matters
- Pursuing claims in various stages
- Liasing with clients via telephone and email
- Organising and maintaining case files using case management system
- Drafting and reviewing DSARs
- Corresponding with financial lenders to disclose financial information/hidden commission
- Working as a part of a team to pursue claims
- Assisting Principal Solicitor throughout the life of the claims

• Paralegal Intern/Banthia And Co Advocates

June 2017 - June 2017

Mumbai, Maharashtra

- Expereienceed in drafting various legal documents in relation to life insurance and family matters

PROFESSIONAL AFFILIATIONS

- Certificate of Practice - Bar Council of India, 2021
- Certificate of Practice - Bar Council of Maharashtra and Goa, 2019

PERSONAL INFORMATION

- **Birthday** 01/12/1996
- **Gender** Male
- **Marital Status** Single
- **Nationality** Indian
- **Address** 111 Walter Road

SA1 5QQ

Swansea

United Kingdom

• **Paralegal Intern/Banthia And Co Advocates**

June 2016 - June 2016

Mumbai, Maharashtra

- Exposure to legal proceedings and pleadings pertaining to different matters in the court

• **Other Work Experience/Turtle Bay Restaurants (Kitchen Assistant- Part Time)**

June 2022 - July 2022

Durham

United Kingdom

EDUCATION

LLM (International Trade And Commercial Law)

Post Graduate

September 2022

University of Durham

Grade - Merit

Durham

B.B.A-LL.B (Hons)

Graduated

May 2019

University of Mumbai's Thane Sub Campus, School of Law

CGPA - 4.42/7

Mumbai, Maharashtra

EXTRA CURRICULAR ACTIVITIES

- Attended Seminar on International Conference of Jurists and Writers - 2015
- Attended Seminar of National Consultation on 'Re-visiting Judicial Appointments Commission - National Judicial Appointments Commision (NJAC) - 2015
- Participated in a Training Program on Clinical Legal Education and Advocacy Skills at Government Law College, Mumbai - 2015
- Participated and successfully completed a Training Course on Mediation and Negotiation skills held School of Law, University of Mumbai's Thane Sub Campus - 2017
- Participated in 2nd Intra Collegiate Moot Court Competition conducted at University of Mumbai's Thane Sub Campus - 2018