

SAYAN BISWAS

Legal executive

Dear HR/Legal Head,

I should be grateful if you would consider my application for any legal position required.

Please be informed that I am a resident of Kolkata Salt lake city India. Hence, I am looking forward to search for a new career opportunity in a well-established organization in Kolkata, India where my academic background and personnel skills will allow me the opportunity of growth.

I enjoy 5 years of solid experience in fields of law. I have graduated from National university of Juridical Sciences, Kolkata 2008-2013. After that I have worked in the legal firm for one year dealing with variety of legal work like civil, criminal and contracts. Then I worked under an independent advocate for many years dealing with same kind of work.

I dealt with contracts and its legal compliance as well as drafting contracts like Joint Venture contracts, consortium contracts and employment contracts (HR related) under a small company but did not mention the name as I worked there for few months only.

I am very keen to take new responsibilities with bigger operations and high challenges. I am a fast learner and can adapt to new situations. I am also fluent verbal and written skills in English and Bengali and verbal skills in Hindi language and experienced in dealing with different cultures and nationalities. I am thankful that I have been granted personal interview.

Looking forward to working with your esteemed organization.

Yours Sincerely,

Sayan Biswas

Flat no-J-1/5, Laboni estate, EB block
Saltlake City, Kolkata-700064
India.



PROFILE

DOB-10/03/1987. I grew up in Kolkata. I am presently looking for an opportunity where I will be able to work in the legal department. I am sure that I will be able to make valuable contribution in the place of work. A highly efficient legal professional who is client focused with an ability to build strong relationships with internal and external clients. Having the ability to work quickly and accurately under pressure, dealing confidently with changing and conflicting priorities. Possessing a proven ability to help define a company's direction, achieve goals and optimize its core business. Aspiring to gain entry and start a challenging career with an ambitious and high profile company that offers a genuine opportunity for progression. Caste-Schedule Caste (namasudra).

CONTACT

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HOBBIES

Watching online content
Travelling
Reading Hindu philosophy
Rightist politics
Global affairs
Indian History, currently reading "The theft of India" by Roy Moxham

EDUCATION

Salt lake school, ISC class 12
2002 – 2004
66%

Scottish Church College
2004-2007

Economics (Hons) Dropped out as the final year results (3rd year) were withheld/unpublished as I could not qualify in maths paper from 2nd year (Part 1).

West Bengal National University of Juridical Sciences BALLB (Hons)
2008 - 2013
55%

WORK EXPERIENCE

SRA LAW CHAMBERS, LEGAL ASSISTANT
JUNE 2014–JUNE 2015

Legal drafting like POA, bail petitions etc
Drafting agreements like leave and license, employment agreement
buyer seller agreement etc
Legal documentation like finding citations and helping advocates
Preparing Points of hearing and arguments for cases
Drafting complaints based on case file submitted by clients and consulting with them.
Studying case files and take necessary action and informing my senior about it.

Helping company management (clients) define and develop legal policies and advising them on mostly contract law/other laws and their drafting

Negotiate with the opposing party to avoid litigation and reaching a solution

Research of different laws time to time and assisting the advocates in knowledge updation.

Doing presentation in front of firm members.

Part of a small team of assistants to the partners and associates and covering a whole range of administration tasks & legal work.

Bulk printing, arranging photocopying, copy-checking, indexing, file preparation and collation.

Administration work.

Pay package- various but on average Rs 18000 to 30000

ADVOCATE SOMNATH PAUL, LEGAL ASSISTANT

SEPT 2015 – DEC 2019

As above and assisting him in various cases (non litigation)

Working with a busy advocate and helping him with the many tasks that are needed to build a court case.

Pay package- various based on work

FREELANCING, LEGAL WORK (Wuhan/corona virus outbreak)

JAN 2020–TILL DATE

Agreement drafting

Contract drafting

Pay scale-100-250 USD per drafting (online payment through Fiver)

SKILLS

*Legal drafting*Drafting agreements*Legal documentation*Contract drafting/review*Litigation..management*Hardcopy document management *General administration *Legal research Summarizing*Preparing reports *Legal terminology *Client facing