

# **CURRICULAM VITAE**

## **KALPANA NEGI**

123/7, SECTOR-1, PUSHP VIHAR,  
SAKET, NEW DELHI-110017

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## **CAREER OBJECTIVE**

To get affiliated as a stenographer/ Secretary with a firm that provides opportunities to use my inbuilt abilities to advance the business objectives of the firm and obtain my personal career goals. To learn how to draft various types of documents and after practicing for some time to become able to draft on my own, independently.

## **EDUCATIONAL QUALIFICATION**

Graduated from Delhi University in B.Com in 2016

12<sup>th</sup> passed from Kendriya Vidyalaya(CBSE Board) in 2012, Delhi

10<sup>th</sup> passed from Kendriya Vidyalaya(CBSE Board) in 2010, Delhi

## **TECHNICAL SKILLS**

- **English Shorthand @ 80-100 wpm**
- **Typing @ 50-55 wpm**
- **Expertise in Pitman Shorthand.**
- **Basic Knowledge Of Computer (MS Office)**
- **Good Communication and Written Skills**

## **WORK EXPERIENCE**

- 1. Worked as Freelancer Typist for 10 months.**
- 2. Worked as Stenographer at Law Chamber of Mansi Sharma.  
(From November 2020 to August 2021) (Litigation)**
  - Taking Dictations on Various Types of Writs, Notices, Application, etc.
  - Typing on Command for drafting of various legal documents.

- Preparing annexures coordinating Court Clerks
- Raising invoice to clients.
- Checking mail box and updating accordingly.
- Updating the Advocate about the To Do List on weekly basis.

### **3. Worked as Steno cum Secretary at Lex Corp (From September 2021 to till date) (Litigation)**

- All secretarial work, attending telephone calls, supporting the team, and coordinating with Team Members.
- Maintaining the court diary on daily basis and updating the same.
- Taking Dictations and drafting various kinds of application to be filed in courts, letter drafting etc.
- Meeting arrangements, maintaining calendar etc.
- Preparing files and Management of files
- Updating Cause List status for litigation on daily basis.
- Updating the next date of hearing and To Do in the matter and coordinating for the same with the team.
- Coordinating with AOR for Supreme Court matters.
- Raising the invoice to the clients and coordinating with the client.
- Monitoring case hearing of Delhi High Court and Supreme Court matters when required.
- Checking the order of various court / tribunals and updating the files accordingly.
- Dispatching the notices and other documents, posting/tracking and keeping the same for record and maintain dispatch register.
- Ordering stationery, office equipment as required.

## **KEYS AND STRENGTHS**

- Hardworking
- Young energetic and willingness to learn
- Dedicated to work

## **TECHNICAL QUALIFICATIONS**

<b>Course/Diploma</b>	<b>Institute</b>
Diploma in Typing (One year)	Naresh Rajesh Gupta Institute, New Delhi
Diploma in Shorthand	Naresh Rajesh Gupta Institute, New Delhi

## **LANGUAGES KNOWN**

English, Hindi

## **INTERESTS**

- Reading newspapers, books
- Internet surfing

## **PERSONAL DETAILS**

- |                  |                                 |
|------------------|---------------------------------|
| ➤ Name           | Kalpana Negi                    |
| ➤ Father's Name  | Mr. Birendra Singh              |
| ➤ Mother's Name  | Mrs. Urmila Negi                |
| ➤ Date Of Birth  | 1 <sup>st</sup> September, 1994 |
| ➤ Marital Status | Unmarried                       |
| ➤ Contact No.    | 8800663638                      |

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