



Monika Mukherjee

Advocate

Attorney consistently able to take initiative and persevere even in most elusive and trying of cases. Collaborates well with diverse clients of varying socio-economic and cultural backgrounds. Qualified with extensive background in advanced management processes. Utilises superior communication skills to build meaningful, trusting relationships that exceed client demands. Highly skilled project manager with outstanding team leadership abilities to meet targets consistently.



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Ranchi, India

SKILLS

Commercial real estate

Drafting Contracts and Agreements.

Conciliation and Mediation.

Handle Clients efficiently.

Reviewing contracts

Case interpretation

Using Manupatra, Lexis Nexis, SSC for research.

Proofreading and editing

LANGUAGES

English
Full Professional Proficiency

Hindi
Full Professional Proficiency

Bengali
Full Professional Proficiency

INTERESTS

Writing

Sketching

Photography

WORK EXPERIENCE

Legal Associate

Vidhi Associates

08/2021 - Present,

Responsibilities

- Having experience in Banking, Insurance, conciliation and Arbitration matters.
- Drafted various Contracts, Agreements and Deeds.
- Searching for Titles, Making Title Search Reports for various Banking and Financial companies, inspecting real estate records and compiling a list of mortgage and other contracts.
- Worked with team members to deliver effective customer service strategies.
- Helped teams with assignments and deliverables.
- Maintained and built positive client relationships.
- Researched legal authority and black letter law to compare case facts patterns to precedential cases and determine probable outcomes.
- Worked on Debt Recovery Cases at DRT Ranchi, Consumer Cases, Cheque Bounce cases as well as on Criminal matters.

Internship

M.S. Mittal and Associates

02/2021 - 08/2020,

Responsibilities

- Designed presentations summarising research findings.
- Collected case studies, compiling and sorting within timeframe.
- Compiled statutes, precedence, legal articles, law codes and documents to prepare legal team for trial.
- Participated in client meetings to establish research requirements and strategise for defence arguments.
- Analysed, assessed and performed due diligence assessments of legal research teams work.
- Developed robust briefs for lawyers on contract, immigration and property law.
- Met regularly with legal team to discuss the scope of research projects and plan research schedule.

Internship

Law Circa

05/2020 - 06/2020,

Responsibilities

- Completed writing assignments according to set standards regarding order, clarity, conciseness, style and terminology.
- Wrote, revised, edited, and proofread all documents, including adverts, articles and stories.
- Used expertise in marketing to promote work, including social media marketing, newsletters and SEO on personal websites.
- Created original writing for website.
- Wrote blog and social media posts, website copy and articles, carefully proofreading each on order to provide clear and consistent work.

PROFESSIONAL AFFILIATION

Enrolled as Advocate (Enl. No. JH 178/22)

ARTICLES

<https://lawcirca.com/steps-to-be-taken-by-a-victim-of-workplace-sexual-harassment/>

<https://lawcirca.com/reproductive-rights-of-women/>

<https://lawcirca.com/role-of-legislation-and-judiciary-in-curbing-dowry-in-india/>

<https://lawcirca.com/laws-related-to-stalking-and-voyeurism-in-india/>

<https://lawcirca.com/impact-of-force-majeure-clause-and-covid-19-in-contract/>

EDUCATION

BBA-LLB (Hons.)

The ICFAI University, Dehradun

2016 - 2021

Intermediate of Commerce

St. Xavier's College, Ranchi

2014 - 2016

Matriculation

D.A.V. Public School, Bariatu, Ranchi

2014