

# Bharati



## Contact

---

**Address:**

House No. 963, Sector -3, R.K Puram. New Delhi

**Phone:**

+91 9711873296

**Email:**

[bhanu4bharti@gmail.com](mailto:bhanu4bharti@gmail.com)

**LinkedIn:**

<https://www.linkedin.com/in/bharati-c-bbb826222/>

## Languages

---

English

Hindi

Desire a challenging position as a Legal Assistant to assist lawyers with preparation of legal documents, maintaining records and files, contacting clients and conducting legal research.

## Skill Highlights

---

- Project management
- Strong decision maker
- Complex problem solver
- Analytical skills
- Interpersonal skills
- Attention to detail
- Innovative
- Service-focused
- Teamwork
- Time management

## Experience

---

**Designation: Legal Assistant**

**Firm: Remfry & Sagar** from March 18, 2019 to **Present**

- Assists and supports lawyers with their work as needed.
- Enhances attorney effectiveness by providing information-management support and representing the attorney to clients and others
- Produced information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics to help coordinate case preparation.
- Reads, researches, reviews, verifies, and routes correspondence, reports, and legal documents.
- Drafts, revises, and edits letters and other written documents, and collects and analyzes information.
- Prepares expense reports and generates revenues by documenting and inputting attorney billable time and reimbursable expenses, preparing invoices, and tracking payments.

## Education

---

- **Pursuing LLB (Hons)** from Maharshi Dayanand University, Public university in Rohtak, Haryana.
  - **BA Programme** from Delhi University
-