



**ARYAMA GANESH**

**Advocate**

**Mob No-7439187180**

**Mail-arymagm@gmail.com**

**Holding Kolkata High Court License-No-1227-1053/2006 West Bengal -India**

**(APPLICATION FOR ANY SUITABLE POST IN - LEGAL DEPT)**

**Lawyer with ten years of Experience as Legal Assistant & Admin Assistant at Law Firm and Manufacturing Industries in UAE.**

**OBJECTIVE: -**

To obtain a challenging position that will provide opportunities for career growth and personal fulfillment. To Share my knowledge and experience for the success and growth of the company that I will join.

**QUALIFICATION**

- **LLB** (passed 2006 - Jogesh Chandra Chaudhuri Law College)
- **Certificate Course on Business and Commercial Law**
  - Duration-(September to December 2021)
  - Subjects covered - Commercial law,Civil Law,Transfer of property,Banking Law,Taxation,GST,Law of Contract,Intellectual property,Information Technology Law,Competition Law,Insolvency and Bankruptcy,Arbitration and Mediation,company law,Maritime Law.
  - **Certified by The West Bengal National University of Juridical Sciences**
- Computer literate & proficient in MS-Office (Word, Excel, Power Point) Tally & Holding-ISO 9001-2008 & Internal Audit Certificate.

**PRESENT COMPANY: -**

**Company:** WALKER DAVIS CONSULTANT & MIGRATION  
**Location:** Sheikh Zayed Road-Dubai, UAE  
**Duration:** Sept-14 to Feb-20 (Resigned due to Personal Issue)  
**Position Title:** Legal Assistant

**Duties & Responsibilities: - Provide assistance to process visa application and experience in performing research online. Signing all the necessary documents, after verifying the original documents.**

- Prepare all application forms required by the government to complete the immigration process.

- Collect all documents required completing the submission of the application forms.
- Coordinate and implement all steps required to update the online case management system (GVS) including accurately track the client's immigration processes and record and update OS accordingly.
- Accurately enter client data (including information about the company, employees, and family) in OS. Accurately record and track the expiration dates of all documents (visa, EID, passports, etc.)
- Scan and upload all client documents in OS.
- Coordinate for Collection and delivery the documents to client office.
- Scrutinize the documents and managing files with database software
- Timely updates and advice provided to the client
- Processing the visa documents and implementing client's feedbacks
- Co-ordination with the Assessment bodies and Immigration Department in Australia.

### **EXPERIENCE: -**

**Company:** **SGS Gulf Middle East LLC-Dubai-UAE**  
**Duration:** Feb-2014 to May-2014  
**Position Title** Administration cum Coordinator (Temporary Position –IBC Division)

**Duties & Responsibilities:** Collecting the Inspection Report & Certificate, Verify the report and arranging the report as per Clients Requirements, Prepare the DHL courier report for Dispatching the Shipments, Filling the Documents, Updating Clients Approval Report in the Database, (Making Hyperlink) sending and receiving Emails, communicate with all International Clients, Month end preparing Clients Invoice. Communicate with Administration & Accounts Dept for smooth Operation.

**Company:** **Ali Ibrahim Advocate & Legal Consultants-Legal Firm. Sharjah-UAE**  
**Duration:** Sept-2013 to Dec-2013  
**Position Title:** Legal Assistant

**Duties & Responsibilities:** Receiving Clients Phone Calls, follow up calls for old client's and discuss about case matter, opening new clients case file, drafting the case matter and discuss the pending issue with Legal Manager. Analyze the case matter and provide the solution accordingly.

**Handling Case- Employee related case, Labor Case, Marriage Case, Divorce Case, Death Case, Accidental Case, Civil Case and Criminal Case Etc.**

**Company:** **Super Galvanizing Middle East LLC-Galvanizing Company-Dubai-UAE**  
**Duration:** Sept- 2009 to till Oct- 2012  
**Position Title:** Assistant Administrator cum Accounts

**Duties & Responsibilities:** Employees Master Record, Employees - New Joining Records, Visa & Labor Card Records, Passport Records, Leave Records, Re-joining Records, Ticket Booking Etc. Communicate with Nonpayment Customers for Payment and other Legal matters. Preparing Invoice, Preparing Customers Outstanding Statement, Shorting the Invoice and filling the Papers, Fixing the payment terms & other Condition for new customers and preparing Daily Sales & Collection Report.

### **ACHIEVEMENT: -**

Commercial Business Law Course completed 2021  
 LLB from Calcutta University -2006 –West Bengal, India  
 PG Diploma in Computer- **Netscope Computer Institute-Sharjah, UAE.**

**LANGUAGES: -**

English, Hindi, Bengali (Read, Write, and Speak)

**PERSONAL DETAILS: -**

Sex-Female-Nationality-Indian-Marital Status-Married.

Personal Strengths: Willingness to learn, self-motivated & Hardworking.

**ARYAMA GANESH**

Date: 01/06/2022

Kolkata