



ARPITA PAUL

PROFILE

I am a dedicated, detail oriented, and painstaking person. I also have the ability to plan, schedule and handle the workload while working individually or even in a team.

DATE OF BIRTH:

01/01/1997

NATIONALITY:

Indian

CONTACT

MOBILE:

+91 9734482374

EMAIL:

palarpita72@gmail.com

ADDRESS:

Opposite Saraswati Apartment,
Apcar Garden, Asansol,
Paschim Burdwan,
West Bengal - 713304

HOBBIES

- Dancing (Bharatnatyam)
- Drawing
- Reading
- Writing Poems

SKILLS

LANGUAGES:

- ENGLISH.....PROFESSIONAL
- HINDI.....PROFESSIONAL
- BENGALI.....NATIVE
- FRENCH.....ELEMENTARY

EFFICIENCY:

- Can align planning with execution.
- An articulate communicator.
- Positive attitude towards constructive criticism.
- Strong analysis and problem-solving skills.

EDUCATION

AMITY UNIVERSITY, NOIDA

2018 – 2021
BACHELOR OF LAWS (LL. B.)
CGPA – 8.24

BANARAS HINDU UNIVERSITY

2015 - 2018
BACHELOR OF ARTS, ENGLISH LITERATURE (HONS.)
CGPA – 7.56

LORETO CONVENT, ASANSOL

2013 – 2015
Secured 80% in ISC

LORETO CONVENT, ASANSOL

2001 – 2013
Secured 79% in ICSE

WORK EXPERIENCE

FASTINFO LEGAL SERVICES PRIVATE LIMITED LEGAL CONSULTANT

01/2022 – PRESENT

- Drafting of legal notices and Contracts.
- Negotiations
- Direct dealing with clients.
- Giving legal advice.

CHAMBER OF ADVOCATE SEKHAR KUNDU JUNIOR ASSOCIATE

09/2021 – 11/2021

- Conducted research on various legal topics.
- Drafted divorce petitions, Bail Applications, etc.
- Attended client meetings.
- Attended and Observed Court proceedings.

CHAMBER OF ADVOCATE HARSHMAN CHAVAN LEGAL INTERN

05/2021 – 07/2021

- Conducted research on various legal topics.
- Reviewed client queries and gave opinions.

PARENS PATRICE, ADVOCATES & SOLICITORS LEGAL INTERN

02/2021 – 04/2021

- Worked under supervision of Adv. Praveen Kumar Jain, Supreme Court of India.
- Learned to draft miscellaneous applications related to arbitration.
- Assisted clients in meetings.
- Learned both Physical and e-filing of cases

MEMBER**AMITY LEGAL AID CELL**

08/2020 – 04/2021

- Worked as a legal assistant and content writer in the media team.

CHAMBER OF ADVOCATE KALIDAS BHATTACHARYA**LEGAL INTERN**

06/2019 – 06/2019

- Reviewed documentation and proofed for errors.
- Learned Basic grade drafting.

ACHIEVEMENTS

- Presented a paper in a conference on Innovations in the Humanities: Changes and Challenges.