

# Nabanita Manna

**Profession: Legal Intern**

**Kolkata , WB , 700061**

**8210275979**

[Nabanitamanna126@gmail.com](mailto:Nabanitamanna126@gmail.com)

Knowledgeable Legal Intern with solid understanding of litigation documentation , client relationship building and court procedures . Currently pursuing degree in Area of study . Eager to support legal team with research , documentation and investigative skills .

Effective law student offering well - versed in drafting legal documents , conducting comprehensive research and supporting attorneys throughout all phases and Type procedures .

Reliable employee seeking Job Title position . Offering excellent communication and good judgment . Hardworking and passionate job seeker with strong organizational skills eager to secure entry - level Job Title position . Ready to help team achieve company goals .

## **Skills**

Legal documentation

Document preparation

Appointment Scheduling

Telephone etiquette

Contract Review

Database Management

## **Work History**

**2021-01-2022-06**

Lawyer , Kolkata , West Bengal

- Interviewed and communicated with clients via phone or email .
- Drafted , received and tracked due diligence checklists
- Assisted in developing processes to expedite legal procedures .
- Reviewed legal information and proofed documentation for errors Communicated pertinent information to clients via phone , email and mail .

## **Education**

**Higher Education Arts** : Army Public School - Ranchi - (2015-2017)

**Ba Llb** : Kolkata Police Law Institute - Bodyguardlines , Alipore , Kolkata – (2017-2022)

## **Certifications**

Legal Internship in MK Associates (2021-2022)

## **Language**

English – ●●●●●

Hindi- ●●●●●

Bengali- ●●●○○

## **Software**

Microsoft Office- ●●●●●

Microsoft Word- ●●●●●

Microsoft Excel- ●●●○○

## **Accomplishments**

-Drafted legal petition related to land and service tribunal

-Managing arrangement of documents

-Legal research

-Defence arguments , problem solver