

TRISHNA DAS

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OBJECTIVE

A respectable position in a growth-oriented industry which can give me an innovative and challenging working environment utilizing my functional experience and analytical skills and offer scope for learning, advancement opportunity and looking for continuous professional development through hard work and self-expression.

EXPERIENCE

Legal Executive – Titagarh Wagons Ltd. (April 2022 – Present)

- Maintaining Legal MIS
- Assisting in various internal legal matters like Arbitration, NCLT matters, Civil and Criminal matters
- Drafting of Legal Notices, Police complaints
- Coordinating with Advocated and Senior Counsels
- Attending Conferences, Arbitration matters and other Court hearings
- Documentation and maintain corresponding files of all internal matters
- Drafting and vetting of Agreements, Power of Attorneys, Memorandum of Understanding
- Legal research and study on all relative matters

Legal Officer – Anmol Feeds Pvt. Ltd. (March 2021 – April 2022)

- Drafting Demand notices, various kinds of employee notices
 - Assisting in insurance claims, renewal of insurances and other insurance related matter.
 - Assisting in debt recovery from customers
 - Drafting, reviewing and negotiating of Agreements.
 - Drafting of applications and police complaints
 - Assisting in various criminal and civil matters concerned with the company
 - Assisting in subsidy filing
 - Documentation and case reviews.
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INTERNSHIP EXPERIENCE

- ❖ **Legal Intern – Ernst & Young, Trivandrum**
November 2016-December 2016
- ❖ **Legal Intern under Adv. Shubhendu Majoomder, Alipore Judges Court**
June 2017-July 2017
- ❖ **Legal Intern under Adv. Swagato Biswas, Metropolitan Court**
November 2017 - December 2017
- ❖ **Legal Intern under Adv. Himadri Shekhar Chakraborty, High Court at Calcutta**
June 2018- July 2018
- ❖ **Legal Intern under Adv. Nayan Chandra Bihani, High Court at Calcutta**
December 2018- January 2018
- ❖ **Legal Intern under D.K. Basu and associates**
January 2019 - February 2019

EDUCATION

Secondary Pass

Passed in: 2012

Carmel Convent High School, Durgapur – 78%

Higher Secondary Pass

Passed in: 2014

Nava Nalanda Higher Secondary School, Santiniketan – 81%

Graduated in B.A.LL.b (5 years integrated course)

Passed in: 2019

University of Calcutta, South Calcutta Law college – 61%

SKILLS

- Good communication and presentation skills
- Good interpersonal skills
- Hard working and focused
- Ability to work in a team
- MS Word and MS Excel

PERSONAL INFORMATION

Father's name: Debashish Das

Date of Birth: April 8th

Sex: Female

Nationality: Indian

Hobbies: Singing, Dancing

Permanent Address: C/o- Debashish Das, Sonapatty, Bolpur, Birbhum - 731204

DECLARATION

I do hereby solemnly state, affirm & declare that the statements, facts and figures mentioned above are true to the best of my knowledge and believe.

TRISHNA DAS