




SREEJA CHAKRABORTY

Corporate Advocate

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A keen sense to learn the basic fundamentals principles of law and use the knowledge gained to develop my legal/analytical skills. A passionate auditor, a legal advisor and a compliance consultant with one year of experience in the corporate field. A dedicated professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

Skills

Analytical and Critical Thinking
Organization and Time Management
Decision-Making
MS Office
Written Communication
Google Workspace

Work History

2022-03 - Current

Level 2 Associate

C-QUEL MANAGEMENT SERVICES PRIVATE LIMITED, Kolkata , West Bengal

- Worked alongside attorneys, administrative assistants and fellow legal assistants on complex cases and legal processes.
- Managed accounts and client records of clients, observing confidentiality and extreme discretion.
- Researched statutes, decisions, legal articles and codes.
- Analyzed client balance sheets for auditing purposes.
- Developed positive working relationship with courts, clients, law enforcement members and attorneys.
- Revised and finalized letters and memos.
- Communicated pertinent information to clients via phone, email and mail.

- Analyzed data and findings to prepare reports detailing financial information.
- Planned and executed follow-up audits at appropriate intervals.
- Oversaw proper maintenance and dissemination of filing documentation as well as records and reports for review by various departments.
- Enhanced regulatory, strategic and operational performance to keep in alignment with deadlines.
- Analyzed all audit results and resolved all compliance issues.
- ◆ Acquired SEZ exemption for a renowned multinational company.
- ◆ Represented CII East for a member company in the honorable court.

2021-11 - 2022-02

Legal Associate

Online Legal India Private Limited, Kolkata, West Bengal

- Offered in-house training to company personnel on relevant aspects of law.
- Monitored state and federal regulations to keep company up to date with changing laws.
- Directed and supported staff with business registrations and other legal requirements.
- Developed compliance best practices for company.
- Communicated with clients and collected information to research cases and prepare settlement offers.
- Researched and wrote contracts, agreements and proposals.
- Drafted motions, petitions and waivers.
- Advised clients on legal matters relating to Civil and Criminal matters.
- Interpreted laws, rulings and regulations for individuals and businesses.

2018-11 - 2018-12

Legal Intern

Fox and Mondal, Advocates and Solicitors, Kolkata, West Bengal

- Reviewed legal information and proofed documentation for errors.
- Participated in and took notes during meetings.
- Performed legal and general research, drafting memoranda and correspondence.
- Analyzed facts and case law to determine possible defenses for clients.
- Organized legal filing system to maximize efficiency.
- Gained valuable insight into regulations and policies associated Company law under the Companies Act, 2013.
- Reviewed case files and reported case progress to clients.
- Revised and finalized letters, briefs and memos.
- Created highly researched and articulate legal paperwork such as pleadings, contracts and briefs.
- Conducted research for upcoming cases for the firm's attorneys.

2018-04 - 2018-05

Legal Intern

Hon'ble Justice Sabyasachi Bhattacharya, Kolkata, West Bengal

- Located authoritative and relevant legal precedent to assess probable outcomes and potential arguments.
- Prepared concise and comprehensive memoranda summarizing key research

for cases.

- Researched statutes, decisions, legal articles and codes.
- Diligently edited legal correspondence for grammar and spelling.
- Transcribed legal documents and phone conversations.



Education

2014-03 - 2014-04

High School Diploma

Loreto Day School - Kolkata

GPA: 80.6

2016-04 - 2016-05

High School Diploma

Calcutta Girls High School - Kolkata

GPA: 76

2016-09 - 2021-10

B.A. LLB: Law

South Calcutta Law College - Kolkata

GPA: 72

2022-05 - 2023-02

PG Diploma: Corporate Governance

Banaras Hindu University - Uttar Pradesh



Accomplishments

- Winner of Intra College Quiz competition, (general awareness)
- 1st runners up in Inter College Moot Court in Heritage Law College



Software

MS Word

MS Excel

MS Powerpoint

Google Workspace



Languages

English

Bengali

Hindi



Interests

Travelling

Photography

Indian Classical Dance

Painting

Badminton



Declaration

I hereby declare that all information given above is true to the best of my knowledge.