




# Ranjana Ghosh

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Advocate with and experience of 1.5+ years in Arbitration Matters, Civil Suits, Matters relating to cheque bounce under N.I. Act and Payment and Settlement Act, Sarfaesi Matters | Capable of Drafting and Liaison| Looking forward to gain experience, updating skills, gain knowledge in the field of law and building reputation as a working professional.

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## Skills

- Expertise in case analysis and planning
- Strong leadership and decision-making ability
- Maintaining MIS
- Handling a team
- Computer Savvy
- Drafting and preparing legal documents
- Client Handling
- Time Management

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## Experience

MARCH 2022 –MARCH 2023

### **Legal Associate/Roy & Associates**

Appearance in Arbitration Proceedings, Quasi Criminal Proceedings and Sarfaesi Matters| Drafting of rejoinders, evidence, various applications under sections: 5,8,9,11,12,13,16(2), 17,21,23,24,34 & 36 of the Arbitration & Conciliation Act | Drafting of Demand Notice under section 13(2), Possession Notice under section 13(4) and Application under section 14 of Sarfaesi Act| Drafting Demand Notice and Termination Notice, petitions under section 138 & 143(A) of Negotiable and Instrument Act, Section 25 of Payments and Settlement Acts, Money Suit and Title Suit | Conducting Lok Adalat & Conciliation Camps.

JULY 2021 –FEBRUARY 2022

### **Junior Advocate/Advocate Bibhash Ghosh**

Drafting Deed of Conveyance, Sale Agreement, Developer's Agreement, Tenancy Agreement, Tenancy Cancellation Agreement, Leave and License | Handling Property Registration process | Maintaining documents and handling clients.

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## Education

2016-2021

### **B.A. LL.B /University of Calcutta**