



SONIA LAKHOTIA

WORK EXPERIENCE

R. GINODIA & CO.

Kolkata | October 2021 - November 2021

- Completed documentation with meticulous precision and accuracy, providing dependable, efficient legal administrative support.
- Provided research works and prepared required documentation efficiently

S. K. LATH CO. & ADVOCATES

Kolkata | July 2022 - August 2022

- Prepared Recital/Devolution with respect to various property matters and queries as a requirement in the Registry of Documents of Properties.
- Prepared Agreement for Sale, Deed of Conveyance, and Possession Certificate under the supervision of the respected Senior Advocate.
- Inspected various legal documents and Properties required in the Sale/Purchase of properties.
- Visited the Registrar of Assurances, Kolkata various times for registration of property.

CONTACT



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113/2 Bangur Avenue Block
- C, Kolkata - 700055

PROFILE

I Bringing forth knowledge of research documents, and handling legal correspondence.

Experienced and dedicated paralegal, skilled in the organization and analysis of legal documentation.

SKILLS

- Creative Approach
- Intellectual Property
- Rights Research Analysis
- Case Interpretation
- Legal Research

EDUCATION

ASHOK HALL GIRL'S HIGHER SECONDARY SCHOOL

Higher Secondary School

2017

7.00 CGPA

ASHOK HALL GIRL'S HIGHER SECONDARY SCHOOL

Senior Secondary School

2019

7.20 CGPA

MODY UNIVERSITY OF SCIENCE AND TECHNOLOGY

BA. LLB (Honours in Intellectual Property Right)

2019-2024

(current) Semester-8 - 6.18 CGPA