

# **CURRICULAM VITAE**

## **KALPANA NEGI**

123/7, Sector-1, Pushp Vihar,

Saket, New Delhi-110017

Mobile: 8800663638

Email:- kalpananegi.1994@gmail.com

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## **CAREER OBJECTIVE**

To get affiliated as a stenographer/ secretary/ paralegal with a firm that provides opportunities to use my inbuilt abilities to advance the business objectives of the firm and obtain my personal career goals. To learn how to draft various types of documents and after practicing for some time to become able to draft on my own, independently.

## **EDUCATIONAL QUALIFICATION**

Pursuing Masters in English from IGNOU, New Delhi

Graduated from University of Delhi in B.Com in 2016

12<sup>th</sup> passed from Kendriya Vidyalaya(CBSE Board) in 2012, Delhi

10<sup>th</sup> passed from Kendriya Vidyalaya(CBSE Board) in 2010, Delhi

## **SKILLS**

- English Shorthand @ 80-100 wpm
- Typing @ 50-55 wpm
- Expertise in Pitman Shorthand.
- Basic knowledge of computer (MS Office)
- Admin related activities

## **WORK EXPERIENCE**

### **1. Worked as Steno cum Secretary at Lex Corp**

**(From September 2021 to March 2022) (Litigation)**

- Maintaining the court diary on daily basis and updating the same.
- Taking Dictations and drafting various kinds of documents to be filed in courts, letter drafting etc.
- Meeting arrangements, maintaining google calendar etc.

- Preparing files and Management of files
- Updating Cause List status for litigation on daily basis.
- Updating the next date of hearing and To Do in the matter and coordinating for the same with the team.
- Raising the invoice to the clients.
- Monitoring case hearing and checking display board of Delhi High Court matters when required.
- Checking the order of various court / tribunals and updating the files accordingly.
- Dispatching the notices and other documents, posting/tracking and keeping the same for record and maintain dispatch register.
- Ordering stationery, office equipment as required.

## **2. Worked as Stenographer cum Secretary at Ahuja Law Offices (From April 2022 to till date)**

- To type and take dictation in shorthand and to transcribe it accurately.
- E-filing related to all Delhi High court and District Court matters.
- Coordinating with outstation advocates for consumer matters of Seeds and Insecticides.
- To keep record of incoming/outgoing couriers/files /etc.
- Obtain signatures for documents, internal and external documents.
- To maintain client data base with their official as well as residential telephones and address with whom the partner is likely to have official dealings.
- Publishing the articles authored by the senior partner and sharing the same with client data base.
- Checking the order of district court, high court and various tribunals matters and updating the files accordingly.
- Assisting in drafting letters, reply of consumer matters of Corteva and other related documents.
- Preparing cause list on daily basis.

### **Software worked on**

- Zoom Calls
- Google Drive
- Adobe Acrobat Dc
- Webex etc.

## **TECHNICAL QUALIFICATIONS**

<b>Course/Diploma</b>	<b>Institute</b>
Diploma in Shorthand	Naresh Rajesh Gupta Institute, East of Kailash, New Delhi
Diploma in Typing	Naresh Rajesh Gupta Institute, East of Kailash, New Delhi

## **KEYS AND STRENGTHS**

- Hardworking
- Young energetic and willingness to learn
- Dedicated to work

## **LANGUAGES KNOWN**

English, Hindi

## **INTERESTS**

- Reading newspapers, books
- Internet surfing

## **PERSONAL DETAILS**

- Name Kalpana Negi
- Father's Name Mr. Birendra Singh
- Mother's Name Mrs. Urmila Negi
- Date Of Birth 1<sup>st</sup> September, 1994
- Marital Status Unmarried
- Contact No. 8800663638

## **DECLARATION:**

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

**KALPANA NEGI**