

EXECUTIVE SUMMARY

A **legal operations expert** with a keen interest in the field of technology and legal services industries. An outgoing, services oriented, and organized professional with a unique international background and natural interest in the law, intellectual property, international trade, and marketing.

FUNCTIONAL EXPERTISE

- Client Service in a Legal Environment
- Legal Counseling for Marketing Teams
- Tamil and English typing
- MS office
- Executing leadership qualities
- Leading Legal Office Operations
- Strategic Project Management
- Legal research and judgement reading
- Cross-functional Collaboration

FUNCTIONAL EXPERTISE DEMONSTRATED

[Legal intern and legal associate \(Junior advocate\)](#)

July 2022 --- Present

[At Law chambers of GR. Hari](#)

A law chamber with ~ 10 employees providing criminal, civil litigation and arbitration and delivers advice and operational support for enterprises.

- Client Service in a Legal Environment: Provides daily support for a portfolio of ~6 client accounts, receiving inbound work orders, coordinating with legal vendors on behalf of clients, and liaising with the chamber's remoteadministration assistants to update case, account, and billing files.
- Attended depositions and court proceedings and prepared summaries on cases.
- Performed legal and general research, drafting, memoranda and correspondence.
- Drafted, received and tracked due diligence checklists.
- Assisted in developing processes to expedite legal procedures.
- Sorted legal documents, filing and case materials in clear, orderly systems.
- Interpreted and relayed legal information in clear format for clients.
- Researched statutes, decisions, legal articles and codes.
- Produced legal documents such as briefs, pleadings and appeals..
- Interviewed and communicated with clients via phone or e-mail.

EDUCATION

B.A.LL.B. (Hons.) – studied at School of Excellence in law, Chennai, TNDALU. (2018 – 2023)

OTHER RELEVANT INFORMATION

Languages: English (Fluent and advanced), Tamil (Fluent and advanced), Hindi (Basic)

Software: MS Office, Coreldraw

Work experience : 1 Year (as a legal intern)

