

VINI JAIN

College: RTMNU's Dr. Babasaheb Ambedkar
College of Law, Nagpur, Maharashtra.

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SYNOPSIS

LAW GRADUATE

A Law Graduate with more than year long experience as an intern in Civil and semi-Criminal Litigation, with Advance MS Word Skills.

Ability to learn and execute new concept quickly, working well under pressure and communicating ideas clearly and effectively.

Dedicated and highly ambitious to achieve organizational goals as well as personal goals, Learning and integrating decision making and leadership skills with a positive approach.

CAREER OBJECTIVE

- Aspire to work in an organization where I will be an asset in its operations and growth, and at the same time develop and refine my knowledge and skills in my areas of interest.
- To associate myself with a growth-oriented enterprise and strive to achieve the goals of the organization, through diligent hard work in my working conditions
- Secure a position with a leading organisation that will lead to a long-term career relationship
- Utilizing myself in directing a team towards its objective within the deadlines and thus achieving corporate goals.

EDUCATIONAL QUALIFICATION

SCHOOL/COLLEGE	QUALIFICATIONS	CGPA/ PERCENTAGE
RTMNU'S Dr. Babasaheb Ambedkar College of Law	Bachelor of Arts and Bachelor of Legislative Law (BA.LLB)	8.11/10
Smt. C.B. Adarsh Vidya Mandir High School and Junior College	Higher Senior Secondary (Class XII) Maharashtra State Board	76.46%
J.N. Tata Parsi Girls' High school, Nagpur	Senior Secondary (Class X) Maharashtra State Board	81.20%
The Institute of Company Secretary of India	CSEET – CS Executive Entrance Test	125/200

PROFESSIONAL WORK EXPERIENCE

Adv. Gautam Badani and Associates, Nagpur

Duration: December, 2021 – March, 2023

Practicing Area: Litigation

Work Profile: Assisted in – I was assigned to read case files to learn how files are maintained and how the record are organised, I had also attended client meetings and done office organizational work – photocopying, organizing documents, keeping files in order, organizing desk, updating the daily Advocates Diary, Discussing the cases of the present day, in the free time reading books related to law and journals for own benefit, research on the judgements related to the case, observed the court proceedings, marked the presence in the court on behalf of my senior. I have also attended cases in Charity Commission, National company Law Tribunal, Family Court, MSME. Have also assisted in Registration of wills, Leave and Licence Agreements, Sale Deeds.

I assisted my seniors in carrying out legal research on issues related to The Negotiables Instruments Act, Indian Succession Act, Hindu Succession Act, Hindu Marriage Act, Indian Evidence Act, Civil Procedure Code (CPC), Criminal Procedure Code (CrPC).

I have also drafted several documents such as Notices, Reply Notices, Complaints, Civil Suits Written Statements, Deeds, Agreements etc.

EXTRA CURRICULAR ACHIEVEMENTS

- Participated in One Day National Seminar at RTMNU'S Dr. Babasaheb Ambedkar College of Law, Nagpur.
- Organised several College events.
- Participated in Students Youth Parliament.
- Student Volunteer at National Services Scheme (NSS).
- Student Member of Rotaract Club.
- Participated in the Constitutional Quiz at College.
- Member of National Cadet Corps.
- Member of Academics Forum of College.
- Member at Zomato Feeding India.
- Volunteer at Snehee Foundation.
- Volunteer at The Crowded Pixel.

PERSONAL DETAILS

Date of Birth: 21st June, 2000

Marital Status: Unmarried

Hobbies: Baking, Cooking, Painting, Photography, Reading, Travelling.

Permanent Address: D/o Vipul Jain, 493, Swaraj, behind RSS headquarters, near Nagpur night school, Mahal, Nagpur-440032.

DECLARATION

I hereby declare that this all information furnished in this document is accurate and true to the best of my knowledge.

Thanks and Regards,

(Vini Jain)