

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

- Legal writing and drafting
- Networking & identification of opportunities
- MS office, relevant legal softwares & tools
- Executing leadership qualities & Team work
- Networking & Identification of opportunities
- Communication & negotiation skills
- Client communication & confidentiality
- Strategic Project Management
- Legal research and judgement reading
- Cross-functional Collaboration
- Excellent legal acumen & communication
- Research & analytical skills

INTERNSHIPS

At a law office in Sivakasi (Legal intern) --- (Aug 2021 – Nov 2021)

A law office in Sivakasi, TN headed by an advocate C. John.

- Delivered timely help to legal counsels in the process of litigation and assisted them in court proceedings.
- Researched on legal statutes, principles and governmental policies.
- Provided legal assistance in drafting legal petitions and documents.
- Researched statutes, decisions, legal articles and codes.
- Knowledge of direct and indirect tax.

At Law chambers, Chennai (Legal intern) --- (July 2022 – April 2023)

A law chamber in Chennai, TN with 10 employees providing civil litigation and arbitration as well as criminal litigation and delivers advice and operational support for enterprises.

- Client Service/Delivery in a Legal Environment: Provided 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. Developed rapport with middle layers of client management
- Discussed technical issues with clients while being mindful of chamber's risk issues.
- Attended depositions and court proceedings and prepared summaries on cases and stayed abreast of activities.
- Performed and handled legal and general research, drafting, memoranda and correspondence.
- Stayed abreast of firm-wide and competitor activities and general business trends
- 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 and executed the work on a multipleclient basis.
- 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)

Aggregated percentage — **71.36% (CGPA — 7.08)**

OTHER RELEVANT INFORMATION

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

Software: MS Office (word, ppt & excel)

INTERNSHIP EXPERIENCE

Legal intern at a law office in Sivakasi, TN

--- 4 months (Aug 2021 – Nov 2021)

Legal intern at Law chambers in Chennai, TN

--- 9 months (July 2022 – April 2023)