



Bhagyashree Bagchi

LEGAL ASSOCIATE

Profile

“There is one human institution that makes a pauper the equal of a Rockefeller, the stupid man the equal of an Einstein, and the ignorant man the equal of any college president. That institution gentlemen, is a court.” - Harper Lee, To Kill A Mocking Bird.

Law school finalist with 3+ years of experience in writing services, communication and research work. Looking to join a reputable law firm rooted in foundations of integrity, dedication and professionalism in order to develop strong work ethics and to uphold the highest standard of professional service in the legal industry.

Work Experience

Legal Associate | Metro Retail Private Limited (M Baazar), H.O. Howrah, WB.

2023 - Present.

- Drafting and reviewing of various real estate contracts including Lease and Sub-Lease Deed, and Legal Notices.
- Appearances before statutory authorities for procedural formalities and negotiations.
- Legal research on the applicability of various laws and making reports.
- Handling consumer complaints and providing fast resolution, Filing of Consumer Forum replies and keeping track of ongoing litigation.
- Handling standard statutory compliances for Trade & Fire Licensing, Profession Tax, Electricity, Municipality taxation, and other Labour Law related compliances for 145+ retail stores across India and conducting necessary Due Diligence and attending meetings related to all project enhancement/modification, business expansion and hiring of various services.
- Working in close co-ordination with the Directors, the Company Secretary, and all departments to troubleshoot miscellaneous issues.

Law Internship | Department of Legal Affairs, Ministry of Law & Justice, GoI.

2022.

- Conducted intensive legal research, and submitted reports on matters including Article. 226 & Article. 227 of Indian Constitution, Writ Petitions against the Registrar Of Companies, Taxation and Contract Compliance, and Intellectual Property Law.
- Drafted legal advice letters under the supervision of the Hony. In-Charge and Addl. GA of the Branch Secretariat on the feasibility of preferring appeal on NDPS cases. and did legal vetting of departmental responses on matters pertaining to CAT under the guidance of the Legal Advisor of the CAT Section of the Branch.
- Observed the functioning of Hon’ble High Court of Calcutta and accompanied Government appointed counsels for appearances.

Mentorship | The Hony. Public Prosecutor-in-Charge, Chandannagar Sub-divisional Court.

2022.

- Drafted court applications, and obtained extensive insight of criminal proceedings, did Police Station visits, other related field work and Researched into medico-legal jurisprudence.

Freelance Services | Various private clients.

- Drafted Notices for clients for Claims dispute against SBI Insurance and succeeded in receiving claim to the tune of Rs.28, 000/- over and above initially provided maturity value and handled a claims dispute against PRACTO and won compensation.

Details

India
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34, K.B. Lane, Serampore. WB- 712248.

Computer Skills

Microsoft Office Suite

Outlook

Google Sheet

Mail Management

Data-Entry.

Languages

English

Hindi

Bengali

Personal Strength

Communication

Research & Analysis

Reporting

Content Writing

Secretarial Skills

Troubleshooting

Social Media Management

Proofreading

Event Hosting

Education.

- **Law School finalist. Pursuing 3 Years LL.B Honours in George School of Law, Konnagar, University of Burdwan, West Bengal. [ongoing].**
 - SGPA in 1st Semester: 7.40.
 - SGPA in 2nd Semester: 7.16.
 - SGPA in 3rd Semester: 7.57. **1st rank holder.**
 - SGPA in 4th Semester: 7.43. **2nd rank holder.**
- **Graduated with English Honours, Political Science & History from Bethune College, Kolkata, [2018-2020].**
- **Schooling from St. Joseph's Convent, Chandannagar, West Bengal. ICSE, ISC Board, [2004-17]**
- Public Speaking Course by Barry O'Brien from Calcutta Media Institute. [2018].
- Diploma in Computer Application from WEBEL Computer Training Centre. (A Govt. of WB. Undertaking) [2017].
- **Certificate Course in Advanced Contracts, Tendering and Public Procurement by Prof. Dr. Sairam Bhat, NLSIU, facilitated by NPTEL and IIT Madras. [January-April'24].**

Accomplishments.

- **Wrote and presented research paper titled "The Problem of China: ASEAN as Indian Leverage" at the National Conference on "Trends of Indo-ASEAN Partnership" by Kolkata Society for Asian Studies and the Indian Council of World Affairs, New Delhi. (19.02.2019).**
- **Represented West Bengal as a Student-Delegate at the National Constitutional Society (NCS) Convention in Bangalore by The Centre for Law and Policy Research in Bangalore. (November, 2018).**
- **Top 5th finalist in Golden Jubilee Natl' Moot Court Competition by Burdwan University. (November, 2022)**
- First place in Intra-College Quiz Competition organized by Bethune College, Kolkata. (2017).

Declaration: I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

Place: Serampore, W.B.

