

CURRICULAM VITAE



MOHIT SHARMA

S/o. Brij Mohan Sharma

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Personal Vitae:

- **Father's Name** : Brij Mohan Sharma
- **Date of birth** : 10-09-1994
- **Gender** : Male
- **Marital Status** : Married
- **Nationality** : Indian
- **Religion** : Hindu

Career Objective:

I present myself as a committed, motivated, reliable & self-disciplined individual, willing to take up challenges in my profession. I am looking forward to an organization where my will to succeed and immense determination to innovate which is used constructively to promote and expand the organization.

Academic Credentials:

- 10th Passed from CBSE Board.
- 12th Passed from CBSE Board.
- Passed B.A. from Delhi University.
- 3 year Diploma Secretarial Practice from Board of Technical Education.

Current Experience/ Events:

- 8 weeks training in Bureau of Indian Standards, Ministry of Consumer Affairs, Food & Public Distribution, Government of India.
- 5 years working as Steno/Typist, Office Hon'ble Justice Mr. Aniruddha P. Mayee (Gujarat High Court).
- 6 months working as Steno/Typist Office of Atul Babasaheb Dakh, Advocate on Record in Supreme Court of India.
- 2 years working as Steno/Typist, Kings and Alliances LLP Solicitor Advocates (**Law Firm**).

Technical Credentials:

- Preparing a Cause List/Vacation List
- Typing
- Stenography
- Drafting
- Draft SLP (Special Leave Petition) , Appeals, Criminal Matters, Civil Matters.
- Preparing a Bills
- Draft Caveat, Counter Affidavit, Vakalatamana, Affidavits
- Filing Work , E-Filing, Scanning
- Annexure, Impugned Order (Typed)
- Draft Applications
- Scanning, Photocopy
- Drafting (CAT, NCDRC, NGT, DRT, NCLAT, HIGH COURT OF DELHI, DISTRICT COURTS Cases)
- Letter/Application

Hobbies:

- Reading Books & Newspapers.
- Listening Music .
- Travelling

Linguistic Proficiency:

- Speaking : Hindi, English
- Writing : Hindi, English,

Personal Vitae:

I hereby declare that the above information furnished by me in the application form is true to the best of my knowledge a belief.

DATE:

PLACE: DELHI

(MOHIT SHARMA)