



SANCHARI CHAKRABORTY

A Legal Professional

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Kolkata, West Bengal

WORK EXPERIENCE

4+ Years

AGE

30

ABOUT ME

A bright, talented and ambitious lawyer who possesses more than 4 years of experience and has a proven record of providing indispensable advice to corporate and delivering positive outcomes for them. A quick learner who can quickly absorb new situations and can communicate clearly and effectively with both legal professionals and members of the public. Constantly focused on resolving legal issues and always looking for ways to improve and evolve processes

CAREER OBJECTIVE

To work in a reputed organization in pursuit of knowledge in order to achieve personal and professional excellence along with meeting organizational objectives. Presently looking for a position at a suitable corporate house that provides a high level of job satisfaction and is also diverse and challenging



Education

Masters, LLM, Business Laws

Amity Law School
Amity University, Kolkata

Graduated, 2019

Marks: 60.9%

BA - LLB

Jogesh Chandra Chaudhuri Law College
Calcutta University
Kolkata, West Bengal

Graduated, 2017

Marks: 59 %

Higher Secondary (HS) – Humanities

Gokhale Memorial Girls School
WBCHSE
Kolkata, West Bengal

Graduated, 2012

Marks: 75%

Division 1

Secondary (Madhyamik)

Calcutta Airport English High School
WBBSE
Kolkata, West Bengal

Graduated, 2010

Marks : 60%

Division 1



Professional Qualifications and Affiliations

- Achieved Certificate of Excellence in Recitation – State and District Level Championship
- Received Scholarship from Nehru Children Museum and Tagore Foundation
- Performed as Junior radio artist in All India Radio
- Performed in shows and programs in television and at reputed stages in West Bengal
- Achieved position in Inter School competitions



Career Highlights

A result oriented professional with more than 2.5 years of expertise in appearing at stages of trial in different District Courts, Commercial Court, Tribunals and Bankshall Court including National Consumer Redressal Commission (NCRDC), participation in arbitration proceedings, company matters, drafting of various legal documents, framing legal and administration Strategies.

Appeared and assisted senior advocates in legal matters representing Central Ware Housing Corporation.



Skills

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|------------------------------------|--------------------------------|------------------------------|
| ➤ Logical and analytical rationale | ➤ Handling and dealing Clients | ➤ Sound verbal communication |
| ➤ Extensive legal research | ➤ Managing List of Dates | ➤ Negotiation skills |
| ➤ Team work | ➤ Time Management | ➤ Maintaining Records |
| ➤ Presentation Skills | | |



Work Experience

April 2023 – Current

Singhania & Co. Advocates, Calcutta High Court

Kolkata, West Bengal

- Handling Courtroom Litigation - High Court, Calcutta.
- Handling due diligence reports (DDR), MIS reports and Legal Opinions as per client's scope
- Handling routine correspondences, consulting corporates in close interaction on a weekly and monthly basis
- Experienced in handling and assisting in multiple arbitration proceedings from settlement to execution
- Sound experience in drafting legal deeds, power of attorney, declaration, agreement of possessions, petitions, plaints, notice, statements, appeals, framing of issues, statement of admission and denial etc.
- Dealing matters related to patents, trademark law, law of contract, writ ,service matters and others
- Appeared, pleaded, and drafted petitions for some of the esteemed PSU's and independent bodies of Indian government such as Victoria Memorial, Asiatic Society, FSSAI, Registrar of Companies, CVC, CWPD, National library, Farakka Barrage.

- Appeared and represented - Ministry of Corporate Affairs, Forest and Environment, EASTERN and SOUTH EASTERN Railways and Defense under the cap of Union of India along with the standing Counsel

February 2022 - Current

Senior Advocate – Senior Alok Mukhopadhyay Kolkata, West Bengal

- Handled legal matters in the domain of consumer cases, medical negligence, insurance and civil matters.
- Handled legal notices, petitions, demand notices and written statements, etc
- Drafted Notice for recovery of dues and list of dates.
- Prepared case notes and summaries of various judgments of various High Courts and Tribunals.
- Handled court proceedings and conferences regularly
- Handled all legal proceedings for District Courts, Commercial Court, Tribunals and Bankshall Court including National Consumer Redressal Commission (NCRDC)
- Appeared and pleaded before State Consumer Forum
- Appeared and pleaded before the Circuit Bench of NCDRC, Kolkata.

July 2020 – January 2022

Procurement and Operations Associate - Remote Cayster , USA

- Handled functional derivatives - Scheduling cases, monitoring purchase and procurement orders
- Managing helpdesk
- Evaluating quality control
- Implementing system testing in coordination with US tech team
- Co-ordination and communication with internal and external stake holders.

May 2019 - March 2020

Junior Advocate – Senior Alok Mukhopadhyay – Kolkata, West Bengal

- Assisted in handling legal matters under the guidance of senior Advocate, in the domain of consumer cases, medical negligence, insurance and civil matters.
- Prepared questionnaires, reply, legal notices, petitions, written statements, etc. Gained considerable experience in dealing with clients and arrange conferences.
- Drafted Notice for recovery of dues and list of dates.
- Prepared Bills for Corporate Companies and clients.
- Prepared case notes and summaries of various judgments of various High Courts and Tribunals.
- Prepared summary of arguments for various cases.
- Attended the court proceedings and conferences regularly

Jan 2017 – June 2017

Legal Internship - Advocate Subrendu Halder – Alipore Judges Court

- Assessing the applicability of the judgements passed by various courts in India for landmark Cases and Other clients, reviewing and analysing the same for the senior Advocate
 - Assisting the senior advocate in various other tribunal and District matters and Commissions arranged by the Honourable Court.
 - Assisted the Senior Advocate on the on-going cases in respective Courts
 - Researched on provisions relating to violation of order of injunction.
 - Drafted Notice for recovery of dues and list of dates.
 - Prepared case notes and summaries of various judgments of the Supreme Court, various High Courts and Tribunals.
 - Attended the court proceedings and conferences regularly
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Computer Proficiency

- Microsoft Word
- Microsoft Advanced Excel
- Power Presentation
- Microsoft Outlook
- IT Fundamentals



Languages

- Hindi
- English
- Bengali



Personal Interests

- Listening to music
- Recitation
- Voice Drama
- Travelling
- Journaling
- Reading



Personal Details

➤ Name: Mrs. Sanchari Chakraborty
Marital Status: Married
Birthday: December 24, 1993
Nationality : Indian
Gender: Female
Father's Name: Mr. Amit Chakraborty
Address: 16/1, Sanghati Lane , PO, Italgacha, Kolkata : 700079

Declaration

I, Sanchari Chakraborty, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

SANCHARI CHAKRABORTY

Kolkata, West Bengal
January '24