

Dear Hiring Manager,

I hope this message finds you well. I am an Advocate with 2.5 years of experience in criminal and matrimonial disputes and I am writing to express my keen interest in joining L.S. Davar & Co. as an Associate.

Most recently, as an Associate with SRA Law Chambers, Kolkata, I represented clients in litigation arising from criminal offences including cheating and forgery, applications under sections 107 and 144(2) of the Code of Criminal Procedure (1973), the Negotiable Instruments Act (1881), as well as matrimonial and family law matters. I excel at legal drafting and research, liaising with clients, overseeing juniors and collaborating with senior counsel. I was recognized as the most diligent Associate for the year 2022 for my analytical skills, deep understanding of legal procedures and meticulous attention to detail. I hold a B.S.L L.L.B. from DES Navalmal Firodia Law College, Pune and L.L.M. in Business Laws from ILS Law College, Pune. I have also completed several diploma courses on company laws and contract drafting and published articles on topical issues in constitutional law, criminal law and business laws.

I am now looking for a new role in criminal litigation and matrimonial matters and expand my horizon into handling the legal needs of businesses. Given your firm's expertise in litigation, IP & Corporate Advisory and Contracts, I believe my skills would enhance your existing practice and deepen your bench of talent while providing me the opportunity to develop my skills further. I am presently located in Kolkata but should a suitable opportunity be available at any of your other offices, I am willing to relocate and was in fact, previously based in Delhi.

My skills and capabilities are set out in greater detail in the attached CV. I would welcome the opportunity to discuss further over a call at a time convenient to you.

Thank you in advance for your time and efforts.

Kind Regards,

Sukanya Mitra

## SUMMARY AND KEY SKILLS

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Advocate with 2.5 years of experience in criminal matters, including offences under IPC and applications under sections 107 and 144(2) Cr.P.C., family law, including divorce and NI Act matters. Demonstrated analytical skills and deep understanding of legal procedures together with meticulous attention to detail in preparing submissions and interacting with senior counsel and clients.

- **Preparing written pleadings and other related documentation:** Drafted complaints, petitions and applications in a broad range of matters before the trial and district courts of West Bengal. Prepared First Class Magistrate and Notarial Affidavits, Special Power of Attorney and Board Resolutions.
- **Legal Research:** Conducted in-depth legal research for on-going matters in court as well as for academic use and training material for police officers.
- **Client Relationship Management:** Key contact for both individual and corporate clients in numerous criminal and matrimonial matters. Responsible for liaising with relevant senior advocates.
- **Team Player:** Collaborated and coordinated with litigating advocates for execution of tasks.
- **Mentorship:** Mentored and supervised junior members and interns. Acted as the first line of review of drafts prepared by them and provided constructive feedback.
- **Thought leadership:** Published several articles on topical issues arising in criminal law, constitutional law and business laws.
- **Skills building:** Completed various diplomas and short courses on contract drafting, civil procedure law and MS Office.

## WORK EXPERIENCE

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SRA Law Chambers, Kolkata  
*Advocate*

**December 2021-March 2024**

- **Recognized as Most Diligent Associate** for work done in 2022.
- **Represented de-facto complainants/accused in a broad range of criminal matters**, including cheating, criminal breach of trust, forgery, extortion, criminal misappropriation of property, cruelty by husband, criminal intimidation, hurt, assault, and criminal conspiracy. Responsible for client consultation, drafting FIR, General Diaries, representation to the Commissioner of Police, Demand for Justice, written pleadings and bail petitions.
- **Represented victims of cybercrimes.** Drafted relevant complaints and conducted supporting legal research.
- **Represented complainants in matters involving offences in connection with GST fraud.** Scope of work: Drafting of complaints to local police.
- **Represented a senior citizen widow who was a victim of abuse** perpetrated by her younger son and his wife. Scope of Work: Drafting of FIR.
- **Represented complainant in defamation matter.** Scope of Work: Drafting of Notice of Defamation and Damages.
- **Represented petitioners as well as the opposite parties in applications initiated under sections 107 and 144(2) Cr.P.C.** Responsible for client consultation, drafting of General Diaries, written pleadings and legal research for supporting judgments.
- **Represented accused person in a case initiated under the NDPS Act.** Drafted the bail and discharge petitions.
- **Represented accused persons in a case involving alleged damage to public property**, among others. Drafted written pleadings including bail petition and travelled with Senior Advocate to attend hearing.
- **Represented clients (wife/husband) in matrimonial and family law cases** including divorce, maintenance, domestic violence and child custody. Responsible for client liaisoning, drafting of written pleadings, FIR, General Diaries, Memorandum of Understanding, preparation of affidavit of assets and liabilities for maintenance and conducting supporting legal research.
- **Represented clients in matters under the Negotiable Instruments Act, 1881.** Drafted demand notice, petitions, applications and conducted legal research.
- **Represented opposite parties in a case of revocation of probate of will** under the Indian Succession Act, 1925. Drafted written statement against the main application and written objection against application under section 94 r/w sections 151-152 C.P.C.

- **Represented tenants in Title Suit.** Drafted suit for declaration and injunction application.
- **Represented opposite party in application under Order 39 Rule 2A read with section 151 CPC** for allegedly violating court's order granting temporary injunction. Scope of work: Drafting of written objection.
- **Prepared replies for educational institution and high-end chain of hotels** to notices and complaints.
- **Represented bank employee in disciplinary proceedings.** Drafted reply to show cause notice and appeal against order of dismissal from service by the Disciplinary Authority.
- **Assisted Senior Advocate Soumyajit Raha** in preparing legal opinions.

Advocate Ayanabha Raha, Kolkata  
Junior Advocate

August 2019 – February 2020

- Drafted paragraph-wise affidavit-in-opposition against a **writ petition regarding courses offered by foreign universities in collaboration with private hospitals.** Conducted extensive research in applicable rules and regulations of the Medical Council of India. Coordinated with the client to secure necessary documents and revising and finalizing the draft.
- **Drafted writ petition for police overaction** in relation to a temple located on disputed land.
- **Drafted notices, letters and replies** relating to procedural matters such as relevant orders.
- **Briefed Senior** on matters and attended hearings at the Hon'ble High Court of Calcutta.

## PUBLICATIONS

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- Article titled "Case analysis: *Indian Federation of App-Based Transport Workers (IFAT) vs. Union of India and Others*" published in December, 2021 ([available here](#)).
- Article titled "Place of suing and cause of action in e-commerce disputes" published in December, 2021 ([available here](#)).
- Article titled "Using public parks for any other purpose would amount to a breach of trust – analysis of *Preeti Singh vs. The State of Madhya Pradesh and Others*" published in November, 2021 ([available here](#)).
- Article titled "The Growing Menace of Revenge Porn: A Major Need for Explicitly Related IT Laws" ([available here](#)).
- Analysis of judgements on "Striking-off Names of Companies/Removal of Names of Companies" and articles on biopiracy & patents of traditional knowledge, protection of trade secrets as intellectual property, domain names as digital IPRs, intersection of AI & IPR in India, doctrine of *ultra vires* and doctrine of alter ego published in August, 2021 ([available here](#)).
- Case analysis of Hon'ble Supreme Court's decision in *Re: To issue guidelines regarding inadequacies and deficiencies in criminal trials v. State of Andhra Pradesh & Ors.*, LL 2021 SC 224 published in April, 2021 ([available here](#)).

## EDUCATION

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- **LLM in Business Laws**, ILS Law College, Pune (2019)
- **B.S.L. L.L.B.**, D.E.S. Navalmal Firodia Law College, Pune (2017)
- **Class XII**, Delhi Public School, Faridabad (2011) (CBSE)
- **Class X**, Apeejay School, Kolkata (2009) (CBSE)

### Diplomas and short courses

- Advanced Diploma in Contract Drafting, Negotiation and Dispute Resolution, LawSikho (currently pursuing)
- Certificate course in Advanced Civil Litigation, LawSikho (6 months course; 2022).
- Certificate course in Contract Drafting and Negotiation, Lawctopus. Awarded merit certificate and letter of recommendation for securing the highest grade. (2 months course; 2020)
- Certificate course in Smart Professional Management Information System, Aptech Institute (6 months; 2020 (Distinction))
- Certificate course in Intellectual Property & Competition Law, FICCI (2 months course; 2019).

## BAR QUALIFICATION

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- Enrolled with the Bar Council of Maharashtra and Goa in 2017
- Passed the All India Bar Exam in 2018

## LANGUAGES

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- English (fluent); Hindi (fluent); Bengali (fluent).