

## MAHEK AGARWAL

### CONTACT



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### SKILLS

Strong communication skills,  
Determination and perseverance,  
Leadership abilities, Team player,  
Quick learner.

Languages:- English , Hindi .

Legal research and writing , Problem solving , Time management, Microsoft Office suite ( word, excel and power point).

### OBJECTIVE

A diligent and ambitious fourth year undergraduate student at St. Xavier's University, Kolkata pursuing B. COM. LLB (HONS) degree, eager to leverage academic knowledge and practical experience to contribute effectively in a professional environment.

### EXPERIENCE

#### A. K. Singh Associates, Kolkata

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Legal Intern

Interned for 6 months

Conducted legal research on various cases and prepared case briefs.  
Assisted senior advocates in drafting legal documents.  
Provided administrative support to the legal team.

#### Youth India Foundation

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HR Head (intern)

Interned for 6 months.

Developed and implemented HR policies and procedures.  
Recruited and trained new volunteers for various projects.  
Organized and facilitated team building activities.

### EDUCATION

#### Agrasain Balika Siksha Sadan

2018

Secondary School

82 %

#### St. Agnes Convent School

2020

Higher secondary school

92.5%

#### St. Xavier's University, kolkata

Will be graduating in June, 2025

B. COM. LLB (HONS)

Currently a 4th year student