

DRISHTI MEHRA

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Summary

Corporate Law | Banking Law | Insurance Law | IPR Law | Dispute Resolution

Recently graduated and ambitious legal professional offering 40 weeks of internship experience and law knowledge. Excels at prioritizing, completing multiple tasks simultaneously and proactively ascertaining future needs. Focused and dedicated Legal Associate and as a Paralegal with an exceptional work ethic and proven strengths in legal case management support. Strong multitasker skilled at managing high-volume, complex caseloads while consistently meeting deadlines. Persistent and resourceful problem solver with excellent research and communication skills.

Experience

IP Paralegal

Singhwal Techno Legal Experts • Karnataka, Bengaluru

03/2024 - Present

- Legal Research
- Document Preparation
- Case Management
- Docketing Files
- Billing and Invoicing
- Client Communication
- Administrative Support
- Professional Development

LEGAL ASSOCIATE

FPDC GLOBAL • Karnataka, Bengaluru

11/2023 - 02/2024

- documentation
- legal research
- background verification
- legal advice
- drafting case summary and proofreading of contract and agreements

intern

Novel Law Chambers • KA

06/2023 - 10/2023

▣ Attended client meetings and coordinated with the clients in respect to tracking of cases; Drafted affidavits, applications, vakalatnama, index of dates and events, index of exhibits, and correspondences to clients; Attended court proceeding and learned about the ir functioning and court-room ethics; Prepared extensively researched legal opinions & legal documents which were helpful for senior

May'23: 4 Weeks)

Dua Associates • MH

▣ Learned the basics of legal agreements of contract, lease, DD, AOA, Proofreading, Insurance policies, contracts and IPR laws; Did extensive research on propositions related to ongoing matters; Drafted Title Search Reports and Requisition Lists; Assisted in conducting due diligence for various transactions, including reviewing contracts, agreements, and regulatory compliance documents

Chambers of Advocate Promit Acharya

High Court • WB

▫ Researched on various precedents related to, criminal law, civil law, arbitration, and constitutional law using portals - SCC Online, Manupatra, etc.; Attended client meetings, preparing minutes and attended court hearing on behalf of the clients & learned about case management; Assisted the mentor in preparing briefs, concise drafting of petitions, legal notices, consumer complaints and case notes; Observed court proceedings in the Hon'ble High Court, and various other tribunals and learned about their jurisdictions and procedures

Chambers of Advocate Anjan Bhatt, Supreme Court of India • DL

▫ Conducted research on various topics, statutes, regulations, and case laws to provide accurate and up-to-date information for ongoing cases; Assisted in reviewing legal documents, contracts, agreements, and court filings; Analyzed case documents, evidence, and precedents to help attorneys build strong case strategies. Attended court proceedings, hearings, and trials to observe legal proceedings

Oct'21: 4 Weeks)

Licit Amict • MP

▫ Wrote articles on social, political, and religious issues pertaining to law; Did extensive research on Current legal affairs and gained the ability to analyze case laws; Acquired the skill of summarizing legal situations and cases; Did research and wrote long-form content on various relevant socio-legal topics

BSK Legal Solicitors and Advocates • DL

– Jul'21: 4 Weeks) ▫ Attended virtual sessions daily which were taken by mentor; Researched on the IRDA Act and its precedents using portals - SCC Online, Manupatra, etc.; Researched on Fake Insurance cases & RERA Compliance and prepared the report which was helpful for the mentor; Researched on the on-going cases of the firm and assisting the senior with case law research using various research portals

Chambers of Advocate Yakesh Anand

Supreme Court of India • DL

▫ Researched on various precedents related to consumer law, criminal law, civil law, arbitration, and constitutional law using portals - SCC Online, Manupatra, etc.; Attended client meetings, preparing minutes and attended court hearing on behalf of the clients & learned about case management; Assisted the mentor in preparing briefs, concise drafting of petitions, legal notices, consumer complaints and case notes

Chambers of Advocate Suddha Sharma • TS

▫ Attended court proceeding and learned about their functioning and court-room ethics; Closely monitored the on-going cases of clients and took necessary actions for the favourable conditions; Prepared research notes to support the arguments which were helpful for the mentor; Attended client meetings and coordinated with the clients in respect to vetting of necessary documents

District Legal Service Authority (DLSA)

Gwalior (Jun'19 • NA

4 Weeks) ▫ Evaluated the cases referred to the Lok Adalat, reviewed relevant legal documents, and gathered necessary information from parties involved to ensure accurate and comprehensive case documentation; Provided basic legal information to parties, clarifying their rights, responsibilities, and the potential legal implications of various settlement options, helping them make informed decisions

Skills

I am passionate about travelling, reading books, etc., Organized Legal Aid Survey at Chikbalapur District of, I am Multilingual, Proficient in software like, MS Office and Other Suites, Organized "Suicide Prevention Day" at Christ Academy, Handful skill in using researching tool like, Hindi, English, Punjabi, Telugu Karnataka, Manupatra, SSC Institute of Law, Bangalore Online, etc.

Education

B.B.A.

Christ Academy Institute of Law
01/2023

CBSE

Delhi Public School
10/2018

Affiliated

Higher Senior Secondary

CBSE

Senior Secondary

Languages

English, Hindi, Telugu