

# **RESUME**

## **Nagma Parveen**

64/A topsia road, Kolkata

West Bengal- 700039

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### **OBJECTIVE**

Fourth Year B.A LL.B. student with a distinguished record of internships and interest in litigation Proficient in drafting intricate legal documents, conducting research on databases like SCC Online, Manupatra etc. With strong analytical, drafting and communication skills,I am poised to contribute my extensive experience and unwavering dedication to a dynamic legal team.

### **ACADEMIC QUALIFICATIONS:**

☑ Secondary from The Calcutta children English school, (WBBSE)-2016

☑ Higher secondary from Shree Vishudhananda Saraswati Vidhyalaya,(WBCHSE)-2018

### **COMPUTER PROFICIENCY**

☑ Working knowledge of Windows and Internet. And familiar with MS-Word/MS-Excel

### **PROFESSIONAL EXPERIENCE**

INTERNSHIP FOR 1 MONTH AT SHALUGUPTA & CO. ( 1<sup>ST</sup> TO 30<sup>TH</sup> SEPTEMBER, 2022)

- DRAFTED LEGAL NOTICE, HANDLED CLIENT, PROVIDED SUPPORT AND ASSISTANT WHENEVER NEEDED

INTERNSHIP FOR 1 MONTH AT ALIPORE POLICE COURT UNDER SENIOR ADVOCATE ( 1<sup>ST</sup> TO 30 AUGUST 2023)

- DRAFTED LEGAL NOTICE, VARIOUS TYPES OF AGREEMENT, AND CONDUCTED COMPREHENSIVE LEGAL RESEARCH

INTERNSHIP FOR 1 MONTH AT LAWGICAL ASSOCIATES (1<sup>ST</sup> MAY TO 30<sup>TH</sup> MAY,2024)

- DRAFTED VARIOUS LEGAL NOTICE, WRITTEN STATEMENT, REPLICATION AND APPLICATION,BLOGS, CONDUCTED VARIOUS LEGAL RESEARCH AND PREPARED CASE SYNOPSIS.

#### EXTRA SKILLS

- ☑ Easily negotiate with other people.
- ☑ Can work effectively in team, as well as individually.
- ☑ Have good inter-personal skills.

#### EXTRA CURRICULER ACTIVITY

- ☑ Active participation in college functions as volunteer and in other Event.

#### PERSONAL INFORMATION:

Father's Name: Md Raja

Marital Status: Unmarried

Sex: Female

Date of Birth: 04 th December, 1998

Language Known: English & Hindi

Nationality: Indian

Strength: Confident, Positive attitude, Hardworking, Punctuality, Good listener and Quick learner

Hobbies: Reading

#### DECLARATION:

I hereby inform you that all the statement made above are true the best of my knowledge and belief.

**(Nagma Parveen)**