

RESUME

Nagma Parveen

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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. (1ST TO 30TH SEPTEMBER, 2022)

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

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

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

INTERNSHIP FOR 1 MONTH AT LAWGICAL ASSOCIATES (1ST MAY TO 30TH 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)