

Sneha Nath

212/1, Sukanta Sarani, Near B.T. College, New Barrackpore, District – North 24 Parganas,

Contact: +91-9735922566; **Email:** snehanath839@gmail.com **Date of Birth:** 4th October, 1996

Legal Associate

Seeking challenging assignments concerning legal domain in reputable organization

PROFILE

- Offering rich cross-functional experience **of one year as Civil Lawyer in High Court of Calcutta, six months as Legal content writer and currently spearheading as Legal Associate.**
- Providing legal expertise, advice and guidance to a broad range of clients.
- Listing with a wide range variety of clients and involved parties such as solicitors & insurers.
- Auditing and reviewing legal documents. Drafting up legal documents including contracts and statement of facts.

Technical Skills

Languages English, Hindi & Bengali

Packages/Tools MS Office & Internet Applications

PROFESSIONAL EXPERIENCE**Quislex, Hyderabad****(2021- 2023)****Legal Associate**

- Working as a corporate lawyer with duties includes preparation of documents, assessing partnerships, and negotiating deals.
 - We worked to ensure a company's transaction comply with corporate laws & regulations. Represent the company in legal proceedings.
 - Protect the company against legal risks and violations. Examine the legal issues related to new products and services.
 - Design and oversee the company's policy and position on legal matters.
 - Prepare the appropriate legal documents for trial or court proceedings. Evaluate new business partnerships with vendors and subcontractors.
 - Represent the company in legal proceedings. Design and oversee the company's policy and position on legal matters.
 - Protect the company against legal risks and violations. Examine the legal issues related to new products and services.
 - Negotiate deals on behalf of the company. Guide management on regulatory and compliance issues to ensure compliance with legal regulations.
 - Curate and review legal paperwork and documentation that protect and support the company's interests while adhering to corporate compliance laws.
 - Oversee junior corporate lawyers, paralegals and other support staff in legal matters. Improvise and oversee the company policies on legal affairs periodically as the company attorney
 - Guide the management team and stakeholders on the legal directions to take. Undertake and perform in-depth legal research for partnerships, mergers, acquisitions and other transactions.
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PREVIOUS PROFESSIONAL EXPERIENCE

High Court of Kolkata Civil Lawyer

(2018-2019)

- Ability to counsel clients and help them to save their legal rights. Dealt with around 100 civil cases related to land, family matters & intellectual property rights.
- Handled the non-criminal matters of civil disputes. Also dealt with complaints related to the case, settled disputes, and resolved conflicts between two parties. A civil lawyer negotiates with others.
- Involved in various research works & case studies.

Lawsikho

(March- August 2023)

- We keep track of legal documents, update files and conduct research.
- Helping clients with drafting or meeting authorities and accessing government schemes. And if any documentation is required, we worked with the procedure.
- Researching case laws and other related material on relevant laws and undertaking research on various legal aspects.
- We also worked in assisting in preparing research proposals, conducting research for PIL petitions, RTI.
- Drafting motions, pleadings, briefs, discovery requests, and other legal documents. Provide legal advice to clients regarding their legal rights and responsibilities in various situations such as divorces, bankruptcies, estate planning, criminal proceedings, and real estate transactions.

EDUCATIONAL CREDENTIALS

LLM 2020 ♦ CMR University, School of Legal Studies; 80%

B.A. LLB 2019 ♦ University of Calcutta, Kolkata; 86%

Intermediate, 2014 ♦ Kendriya Vidyalaya (O.F.) Dum Dum, Kolkata; 62%

Matriculation, 2012 ♦ Kendriya Vidyalaya Sukna, Siliguri; 82%

Internships

- Worked at Talent Corner, Mumbai as a legal content writer and dealt with the work related to Income tax.
- Handled the company laws, policies and laws relating to Income tax.
- Checked whether a company has valid GST number.

Hobbies: Dancing, Travelling

Languages Known: English, Hindi, and Bengali