



SOUMYAJIT BHATTACHARYA

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Dynamic and motivated B.A.LL.B (Hons.) graduate with experience of Junior Law intern at Adv. Chittaranjan Basak, where I honed litigation and document preparation skills. Excelled in maintaining confidentiality and developed strong communication abilities. Proficiency in Ms. Office and foundation in Intellectual Property Laws during my studies. Strong analytical skills and a passion for legal advocacy, complemented by a foundational understanding of law principles. Ready to contribute to legal solutions and support clients effectively in challenging environments.

SKILLS:

- ❖ Legal Research
- ❖ Oral Communication
- ❖ Appointment Scheduling
- ❖ Passion for learning
- ❖ Document Review
- ❖ Drafting Petition
- ❖ Proficient in Ms Office
- ❖ Teamwork

EXPERIENCE:

Junior Law Intern at Adv. Chittaranjan Basak during 18/05/2022 - 16/06/2022; 16/06/2023 - 15/06/2023 & 20/04/2024 - 05/06/2024.

- ❖ Attended court proceedings to observe advocates arguments and courtroom procedures.
- ❖ Assisted attorneys in preparing for trial preparation activities such as witness interviews and deposition summaries.
- ❖ Performed administrative tasks including filing documents with courts or agencies.
- ❖ Conducted research on relevant laws, regulations, and court decisions.
- ❖ Reviewed and analysed legal documents to identify potential issues.
- ❖ Attended client meetings to take notes and provide feedback to the attorney handling the case.
- ❖ Drafted memoranda summarizing the research findings.
- ❖ Organized exhibits for use in depositions, hearings, or trials.
- ❖ Compiled evidence from clients into a clear, concise format for review by attorneys.
- ❖ Prepared chronologies of events related to litigation matters.
- ❖ Maintained strict confidentiality when handling sensitive client information upholding professional ethics standards.

EDUCATION & TRAINING:

- ❖ Graduation (Currently enrolled): - Surendranath Law College, B.A.LL.B (Hons.) 5 years course
- ❖ School: - Ramakrishna Mission Vidyapith, Deoghar, Passed secondary and senior secondary

During my course: -

- ❖ I have attended Seminar on Intellectual Property Awareness Programme organized by Patent Office, Kolkata.
- ❖ I have attended workshops and seminars on legal drafting
- ❖ I have also attended workshops on new criminal laws

LANGUAGES

- ❖ English
- ❖ Bengali
- ❖ Hindi