

# RESUME

## Priya Sisagr

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## CAREER OBJECTIVE

- To secure a challenging entry-level position as a legal professional in a reputable law firm where I can leverage my strong research, analytical, and communication skills to contribute to the firm's success.
- Seeking a challenging role in a dynamic law field which will offer early responsibilities and a progressive career path.

## EDUCATIONAL BACKGROUND:

- Recently graduated with a degree of Integrated B.B.A-LL.B from the J.I.S University, Agarpara.
- Intermediate passed from Ratnakar North Point School, Howrah in the year 2016 with 72%.
- High school passed from Ratnakar North Point School, Howrah in the year 2018 with 68 %.

## PROFESSIONAL SKILLS:

- Good analytical and reasoning skills.
- Good communication skills.
- Legal Research.
- Good command over MS Word and MS Excel.
- Writing skills.
- Teamwork.
- Detail oriented.
- Case analysis and tracking.

## SEMINAR/WEBINAR

- Participated in a Fortnightly Seminar conducted by J.I.S University on the Topic, “Constituent elements of crime with special emphasis on Kidnapping And Abduction under the Indian Penal Code, 1860.”
- Attended a webinar on the topic “Acid Attack- A burning issue in India.”  
Speaker- Dr. Souvik Chatterjee, HOD J.I.S University.

## **EXPERIENCE/TRAINING:**

### **1. Obtained 1 month Internship Program at Legal Options Advocates & Associates Law Firm at Kolkata**

- Accompanied seniors in the court proceedings.
- Maintained and archived records of recent hearings and upcoming dates.
- Accompanied seniors to client meetings to acquire an understanding of case history.
- Demonstrated strong analytical and problem-solving skills through legal research and analysis.
- Observed how arbitration is done.
- Made a note how a company can be registered.
- Studied section 10A of IBC, 2016 for the case reference.
- Went to the consumers court to take the order of the case.
- Read various case briefs.

### **2. Obtained 2 month Internship Program at R. & S. Associates law firm at Kolkata**

- Assisted counsel in preparing motions and trails, and attended Court Proceeding.
- Analysed various appeals and conducted research for fact checks.
- Met the eye-witnesses with the seniors and interacted with them to gure out important points about the case.
- Learned about the court fees.
- Tracked status of cases through case management and billing systems. Ran reports as needed.
- Accompanied seniors to client meetings to acquire an understanding of case history.
- Investigated on client cases, prepared reports and presented to the Attorney in-charge.
- Drafted all legal documents and case proceedings as requested.
- Maintained and archived records of recent hearings, and upcoming dates.
- Conducted legal research on specific legal issues using legal databases (Westlaw, LexisNexis, AI Tool) to support attorneys in drafting legal documents (e.g., motions, briefs, memoranda).

### **3. Obtained 1 month Internship Program at The Lawgical Professionals Advocates & Associates at Kolkata**

- Analyzed legal documents and other legal research work.
- Drafted adjournment and put-up petition.
- Observed how to deal with clients.
- Made synopsis of the case.
- Researched on MTP Amendment Act ,2021.
- Studied the impact of IBC on corporate restructuring, liquidation, and valuation.
- Evaluated the role of NCLT and NCLAT in IBC proceedings.
- Visited high court and lower courts.
- Witten the letter to the landlord for restoration of the electricity connection.
- Researched on the liability of the principal employer and immediate employer to pay the ESI to its employees under the the Employees State Insurance Act, 1948.
- Drafted legal correspondence (e.g., letters to clients, opposing counsel) under the supervision of an attorney.
- Assisted with case preparation by organizing and summarizing case documents and exhibits.
- Visited NCLT court and observed court proceedings.
- Went to the city session court to submit the hazira.

### **PERSONAL DETAILS:**

Father's Name: Ramesh Kumar Sisgar

Date of birth: 07<sup>th</sup> July 2000

Gender: Female

Nationality: Indian

Marital Status: Unmarried

Languages Known: English, Bengali (basic), Hindi and Punjabi

Hobbies: Baking, sketching, listening music.