



# RASHMI ROY

## Legal Intern

## CONTACT



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## SUMMARY

Greetings folks! I'm Rashmi Roy, a fifth year law student. I bring practical experience in handling litigation documentation, nurturing client relationships, and navigating court proceedings as a legal intern. With humility and a commitment to growth, I aspire to contribute effectively to the legal field while continually refining my skills.

## EDUCATION

### • B.A. LL.B: Law

Department Of Law, University Of  
Calcutta 2020-2025  
GPA: 8.3/10

### • Senior Secondary (XII), Commerce

W.W.A Cossipore English School  
(ISC board)  
Year of completion: 2020  
CGPA: 9.20/10

### • Secondary (X)

W.W.A Cossipore English School  
(ICSE board)  
Year of completion: 2018  
CGPA: 8.90/10

## WORK EXPERIENCE

### Legal Intern

S. Poddar & Co. [CA Firm] | Kolkata

12/2023 - Present

- I had the privilege of learning the IBC and SARFAESI Act, navigated through various legal forums such as NCLT, DRT, High Court, and Arbitration Tribunals.
- Drafted precise Petitions, Reports, Affidavits, and comprehensive Agreements.
- Assisted in preparing for hearings, trials, mediations, and arbitration proceedings.
- Participated in client meetings and documented case details.
- Collaborated with the team to ensure compliance with regulatory requirements.
- Throughout this journey, I've developed research & analytical skills, with attention to detail, and the ability to work under tight deadlines.

### Internship

Farmez Agrarians Retailers OPC Private limited. | Virtual

11/2021 — 12/2021

- I got the exposure to IT Act and Copyright rules
- Further, I had drafted legal agreements: Cookie Policy, Privacy Policy, Vendor Supplier Agreement, Terms of Use and Delivery Partner Agreement
- Assessed company operations for compliance with safety standards.

## SKILLS

Contract & Agreement drafting

Legal Research & Compliance

Application Drafting

Case Management

Time management

Communication skills