

Cover Letter

This Cover Letter is with respect to my interest in joining as an Associate/Assessment Trainee in your firm with a deep passion for Intellectual Property Rights. I am a good team player and possess effective communicative skills with good leadership qualities. In my previous law firms I had the opportunity to work closely with legal professionals, where I actively participated in court appearances, research work, drafting, handling clients and solving their problems accompanied miscellaneous works. I am keen about the opportunity to learn and grow as a member of your team. I am confident in my ability to make a positive impact and committed to become valuable asset to your organization. I look forward to the possibility of contributing to your team.

RESUME

ESHA MEHROTRA**H-52, South Extension -1****New Delhi****Mobile no. 09897875468****E-mail id: 15mehrotra.asha@gmail.com**

OBJECTIVE

To secure a challenging position where I can effectively contribute my skills as a professional, possessing competent technical skills.

PERSONAL ATTRIBUTES

- A person with capacity for hard work.
- A self-motivated, dedicated person with a positive attitude.
- Eager to learn new skills.
- Keen observer.
- Punctual.
- Confident.

KEY SKILLS

- Good visualization.
- MS office.
- Good in research work
- Command in Photoshop, and Illustrator.

EXPERIENCE

Appeared before the Hon'ble Supreme Court and the Delhi High Court, Haryana District Courts such as Dwarka, Patiala House Court, Saket Court, Tis Hazari, Karkardooma, National Green Tribunal, Debt Recovery Tribunal, Rouse Avenue, National Company Law Tribunal (NCLT). National Consumer Dispute Redressal Forum (NCDRC), District Consumer Dispute Redressal Forum, National Consumer Dispute Redressal Forum (NCDRC), Ghaziabad and Noida District Court.
Haryana and Faridabad District Courts.

4 C's Supreme Law Chamber

(Nov 2023-Jan 2024)

- Handled misc. matters of Negotiable Act, Maintenance Act and Hindu Adoption Act,
- Appeared in various matters physically and as well as on VC.
- Drafted various petitions.
- Did research work as well.

GDC Lawyers Chambers
(April 2023- Sept 2023)

- Prepared notices and Suit for Recovery
- Learned Trade Mark Filing
- Journals research work
- Gained 5 months experience at GDC under guidance of Adv. Himanshu Gupta

Reema Khorana Advocates and Associates
(Jan 2022- Mar 2023)

- Prepared rejection letters, Memorandum of Entry and One Time Settlement Letters as per instructed by the Bank Representative.
- Prepared notices U/s 13(2), and prepared petitions U/s 14 (2) for SARFAESI ACT.
- Gained 1 year experience at Reema Khorana Advocates and Associates under guidance of Advocate Reema Khorana.
- Prepared Written Statements.

Supreme Law Chambers
(Nov 2020- Oct 2021)

- Prepared questions for cross examination.
- Did research work and prepared brief of variations cases.
- Learned the clerical work.
- Represented Advocate Praveen Agrawal in High Court matter on VC before the Hon'ble Registrar G.R Grover.
- Gained 8 months experience at Supreme Law Chambers under guidance of Advocate Praveen Agrawal (Advocate-on- Record).

Vivek Jain and Associates
(Oct 2019 - Mar 2020)

- Attended the Arbitration proceedings before the Hon'ble Sole Arbitration R.S. Arya at Patiala House.
- Having 6 months experience with the knowledge of office tasks (making summaries & updating orders), court appearance and in District Courts and High Court, New Delhi

Champ Sports, Meerut (December 2014- December 2015)

- Photography of Cricket Equipment's.
- Photo editing in Adobe Photoshop.
- Worked as Product Photographer.

Sharda Exports, Noida (November 2013- November 2014)

- Photography of carpets, rugs and stools.
- Photo editing in Adobe Photoshop.
- Updating Virtual Library related to product Images.

- Worked as Product Photographer.

Yebhi.com, Delhi (August 2012- January 2013)

- Did Photography of shoes, hand bags, duffle bags
- Worked as an Associate Photographer.

Grey World Wide Advertising Agency, Delhi (August 2009- October 2009)

- Internship in Designing in Adobe Illustrator

INTEREST

- Travelling
- Reading
- Photography
- Listening Music

ACADEMIC CREDENTIALS

- 10th Standard from C.B.S.E. Board in 2003.
- 12th Standard from C.B.S.E. in 2006.
- B.F.A from I.F.A., Modinagar, Ghaziabad, C.C.S.University in 2010.
- LL.B. from C.C.S University in 2018.
- Certificate Course on IP Protection & Commercialization, Delhi 2019.

PARTICIPATION

- A workshop with Carlouse (Chelsea College of Arts, London) in 2D animation for 2 months.

- Photographs selected in ‘Nikon D5100 Extra OrdinaryAngles Photography Competition’.

ACHIEVEMENTS

- Nominated for Lex Falcon Global Awards 2024

PERSONAL DETAILS

Name	Esha Mehrotra
Father’s name	Mr. Shailendra Mehrotra
Gender	Female
Date of Birth	15 March, 1986
Languages known	English and Hindi
Nationality	Indian