

JESMIN KHATUN

B.A LL.B (Hons) & LL.M Post Graduate

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SUMMARY: Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings. LL.B graduate eager to learn and contribute in your respected organization. To pursue an opportunity as a Legal Professional that allow me to grow professionally and personally. Ready to help team achieve company goals.

EXPERIENCE: Internship at Berhampore Court and Lalbag court at Murshidabad 1st January - 31st December 2017

- Assisting Senior Advocate in drafting and court proceedings
- Drafting preparation under the guidance of Senior Advocate
- Court visit with senior and legal research
- Client handling
- Preparation of documents

LEGAL ASSOCIATE, Calcutta High Court (July 2022- Till now)

- Prepared and filed pleadings, motion and other legal documents in court proceedings.
- Worked with senior advocate to assist him in drafting legislation and enforcements procedure.
- Handling High court matter like Appeal, civil and criminal revision, second appeal, Writ.

- Original suit, Caveat etc. and subordinate court matter, mainly civil suits like Matt suit. Title suit etc.
- Having experience in handling various corporate clients for their legal matters.
- Representing clients like Muthoot Finance, Amazon and Indigo in District and State
- Consumer commission
- Developed strategies for court proceeding and negotiations.
- Communicated with clients and collected information to research cases and prepared settlement offers.

EDUCATION: LL.M - (2017-2019)

Completed LL.M from Aliah University.

B.A L.L.B (Hons) – (2012-2017)

Completed L.L.B from Kalyani University

H.S (2012)

Completed from WBBHSE with 62%

SKILLS:

- Clients Representation
- Legal Advisory
- Litigation Experience
- Legal Brief Preparation
- Drafting
- Knowledge of legal papers

SOFTWARE MS WORD: MS Word, MS Excel.

LANGUAGE: Bengali, English and Hindi.

DECLARATION: - I hereby declared that the details mentioned are in accordance with the truth and facts as per my knowledge and I hold the responsibility for the correctness of the above mentioned particulars.