

# Sana Sharma

Law Student

## Contact

### Address

Kolkata, West Bengal 700047

### Phone

(+91) 6289 144850

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sanasharma@hotmail.com

## Skills

Proficient and Effective  
Leader

Research

Report Writing

Excellent Communication

Self-Motivated

Interpersonal Communication

Legal writing

Corporate Governance

Dispute Resolution

Case analysis

Contract drafting

Intellectual property

Insolvency and Bankruptcy  
Laws

Calendar Management

Database Searching

Resourceful budding advocate who aids attorneys handle paperwork, interview clients and conduct research work specific to each case. Solid knowledge of legal matters and terminology paired with excellent computer competency and research skills. Thorough and detailed individual consistently achieves exceptional and measurable results.

## Work History

2024-12- Intern

2024-12. *Citadel Law Chambers, Kolkata, India*

- Gained valuable experience working within capital markets law, mergers and acquisitions, Insolvency and Bankruptcy, Civil and Criminal Law- applying learned concepts directly into relevant work situations.
- Analyzed problems and worked with teams to develop solutions.
- Contributed to a positive team environment by collaborating with fellow interns on group projects and presentations.
- Prepared comprehensive reports summarizing data analysis findings, informing key decision-makers of important trends and patterns.

2023-12- Intern

2024-01 *Scriboard [Advocates And Consultants], New Delhi*

- Gained valuable experience working within a specific industry, applying learned concepts directly into relevant work situations.
- Conducted research for various projects, leading to well-informed decisions and successful outcomes.
- Prepared comprehensive reports summarizing data analysis findings, informing key decision-makers of important trends and patterns.
- Improved project outcomes by conducting thorough market research that informed strategic marketing decisions.
- Gained hands-on experience in various software programs, increasing proficiency and expanding technical skill set.

Database Searching

Languages

Fluent in English, Hindi, Bengali & French. Has achieved conversational level in Spanish.

2024-06

2024-07

- Intern
- Rai & Company, Kolkata, India
- Strengthened knowledge of state-specific civil procedure rules through regular review of court filings and attendance at hearings or trials when permitted.
- Enhanced legal research skills especially in Insolvency and Bankruptcy Laws, by utilizing various databases and resources to find relevant case law, statutes, and regulations.
- Developed greater proficiency in legal writing by drafting a variety of documents, including correspondence, pleadings, and research memoranda.
- Gained exposure to ethical considerations faced by practicing lawyers through discussions and presentations on professional responsibility topics.
- Developed strong professional relationships with
- Developed strong professional relationships with colleagues through effective communication and teamwork skills.
- Increased efficiency of document management systems through effective organization and categorization of digital files.
- Assisted attorneys in preparing for trial through thorough fact-checking and verifying accuracy of case information.

Education

2023-08 Bachelors in Business Administration and Bachelors of Legislative Law

- O.P. Jindal Global University
- Final Grade: 95%
  - Final Grade: O (Outstanding)
  - 7-7/8 CGPA
  - Completed Coursework: Tort Law and Consumer Protection Act, 2023
  - Completed Coursework: Contract Law 2, 2024
  - Editorial Head of Girl Up, 2023 to Present.

- Editorial Head of Financial Literacy Club, 2023 to Present
- Currently in 2nd year.

## 2011-03 - High School Diploma

2023-03

G. D. Birla Centre For Education - Kolkata

- 95% average percentile in the 10th Standard
- 75% average percentile in the 12th Standard (Science Stream)
- Dean's List- Batch of 2023
- Awarded Leader Of The Year award
- Founder & Chairman of the Debating club
- Elected Class Captain for 6 consecutive years
- Elected School Prefect in 2022
- Member of Creative Writing and Blogging club
- Founding Member of the GDB Literature Society