



HENA KAWSAR

ADVOCATE

☎ 8583977053

✉ advocatekawshar@gmail.com

🚩 Garden Reach

EDUCATIONS

- 2014
Kendriya Vidyalaya Garden Reach
Secondary Certificate
- 2016
Kendriya Vidyalaya Command Hospital
Higher Secondary Certificate
- 2016 - 2021
Bikash Bharati Law College
B.A.LLB

CASES DEALT

- Cyber Matters
- CBI Matters
- Foreigners Act
- ED Matters

CERTIFICATES

2018 - 2nd Position
Vigilance Awareness Week

2023 - Bootcamp
SEBI Law officer

MY PROFILE

Organised Legal Assistant with procedural experience in providing comprehensive support in legal settings. Skilled in drafting legal documents, coordinating schedules and maintain high standards of confidentiality.

WORK EXPERIENCE

- | | |
|--|---|
| ● 2020 - 2021
Internship
Alipore District & Session Court
(Judges Court) | ● 2021 - 2025
Legal Assistant
Alipore Police Court |
| ● 2023
Legal Assistant
Calcutta High Court | ● 2022 - 2025
Legal Assistant
Bankshall Court |

SKILLS

- | | |
|--|--|
| <ul style="list-style-type: none">• Legal document drafting• Property Registration• Affidavit• Notary• Certified Copy• Conduct Legal Interview in Jail• Hazira/ Putup/ Time Petition | <ul style="list-style-type: none">• Domicile Certificate• Backward Class Certificate• Procedural Compliance• Client communication• Case law analysis• Records maintenance• Court calendar coordination |
|--|--|