

CHITRA JETHWANI



Profile

I am Focused, Quick Learner With Can- Do Attitude having knowledge of different roles in legal and undertakes in-depth research into any aspects of the law in support of a company or individual.

Certificate

**Certificate of Practice from
BAR COUNCIL OF INDIA**
Enrolment No: R/3762/2018

Organization Member

AdvocatesPedia Foundation Membership
Number: APFM/2020/32

Qualification

Bachelor of Law (2015 - 2018)

Bachelor of Commerce
(2012 - 2015)

Higher Secondary
(2012)

Senior Secondary
(2010)

Personal Details

Languages: English, Hindi

Address: New Delhi , India

B.COM , LLB

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Looking for an Opportunity in an organization to utilize my law skills, knowledge and training experience in such a way that it would bring win- win situation for both.

Work Experience

Practicing Before Rajasthan High Court and District Court , Jodhpur
(2022 onwards)

Suits Claims Settlement Services Co. , Dubai (April 2022- August 2022) Associated as legal intern with Suits Legal & assisted in various commercial, real estate and other corporate cases.

Om Mehta Advocates and Associates, Jodhpur

Legal Advocate in Practicing Firm (February 2021-November 2021)

- Working with Senior Attorney and lawyers to help them with preparation of case and notes for litigation process.
- Cross examining the clients and maintaining documents assembly at the office and Handling litigation matter to take the court next hearing dates.

Advocate Falgun Buch and Associate , Jodhpur

Intern (August 2020 – January 2021)

- Preparing list of dates and events, case notes etc.
- Researching on various subjects to identify the latest law position and briefing the same.

OceanSky Travel and Tourism LLC. , Dubai

(March 2019- August 2019)

- Consulting clients and advising them on the procedures for applying Visa for Canada and Poland

AdvocatesPedia Foundation , Noida, Delhi (Senior Editor)

Legal Researcher | Group Leader | General Member

(From January 2018 onwards)

- Guidance to new internship candidates in Legal Research.

Amrit Dhariwal and CO. Jodhpur

Trainee | (July 2017 – December 2017)

- Maintaining books of accounts for clients in Tally.
- Assisting Team Head in various research activities.

Skills

- Familiarity with court procedures
- Research
- Strong work ethic
- Negotiation
- Detail oriented
- Organization
- Time management

Interpersonal skills

- Presentation skills
- Analytical skills
- Collaboration and teamwork
- Problem-solving

IT Skills

Excel

Word

Tally ERP 9

Legal Drafting

Power Point

Contact:

Linked In: www.linkedin.com/in/chitrajethwani

