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| **JAYASHREE PRADHAN** |  |
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Current Location : Kolkata, West Bengal

Date of Birth : 08 April 1990

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Address: Flat 1E, Block – K, Soura Niloy Housing Complex,

1 Kailash Ghosh Road , WB, IN

**PURPOSE STATEMENT**

Innovate and improvise every situation with my professional knowledge and innate abilities. Observe and upgrade with changing environment and strongly face challenges. Consolidate position in the industry by sincerely contributing to its growth and success.

**ACADEMIA**

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| Post Graduation | 2019 | LLM, Jogesh Chandra College, Calcutta University  2 Years program | 65% |
| Graduation | 2015 | B.A. LL.B., Haldia Law College, Vidyasagar University  5 Years integrated program | 60% |
| Higher Secondary | 2010 | Poura Pathabhavan School, Haldia | 69.5% |
| Secondary | 2008 | Poura Pathabhavan School, Haldia | 63.8% |

**WORK EXPERIENCE**

* **Legal Associate at Agarwal Vishwanath & Associates**
  + Maintain statutory records and registers.
  + Heading RoC and related compliance activities
  + AOC4, MGT7, MCA, Corporate Law and Regulatory Compliance
  + Assist in preparing tax returns, well conversant working on spectrum software
  + Assist in organizing meetings, prepare meeting minutes and resolutions
* **Assistant Professor in Department of Law at Dr C.V. Raman University**
  + **Teaching:** Delivering lectures and lessons, preparing course materials, and evaluating students’ performance through exams, assignments, and other assessments. Communicating with the Department Head to discuss students' progress and other course requirements Researching and contributing articles in academic journals
  + **Major Achievement:**NAAC accreditation**:** Collaborated with all stakeholders internal & external to fulfil departmental obligations, procedures and objectives towards receiving “A” NAAC accreditation.
  + **Team building:**Participating in departmental and institutional activities, Coordinating with the Professors to handle various departmental duties
  + **Mentoring:** Advising students and serving as role models to assist in directing their professional and academic development
  + **Professional Development:** Expanding professional development, attending conferences/ workshops, and collaborating with peers to accomplish teaching objectives
* **Academic Content Writer at ContentFlix Global Solution Private Limited**
  + Write on a wide range of academic topics across various disciplines
  + Conduct thorough research and ensure content accuracy based on credible academic sources
  + Collaborate with subject matter experts to ensure the accuracy and quality of content

**SEMINARS AND OTHER WORKSHOPS**

* + Participated a workshop on Youth for Human Rights India
  + National Seminar, Haldia on 8th September 2014
    - Topic: Bridging the gap between Academia and Industry, organized by Haldia Institute of Management
  + National Seminar, Kolkata on 23rd November 2013
    - Topic: Welfare of Lawyers and Role of media in Legal and Judicial Proceedings Organised by Bar Council Of West Bengal and Bar Council Of India
  + Seminar attended at MCCPTA India Corp. Private Limited on 13th February 2012
    - Topic: Environment Management and Industrial Infrastructure Entrepreneurship And Employment Opportunities
  + Legal Aid Camps
  + Swach Bharat Campaigns

**RESEARCH WORK**

* + Company Law Based Topic Based Legal Framework of Prospectus In India
  + Corporate Social Responsibility under Company Law - An Analysis
  + Sexual Harassment at Workplace – Doctrinal Research
  + Education of Children in Slum Areas – Non-Doctrinal Research

**SKILLS & ABILITIES**

* + Proficient in Microsoft Office
  + Content writing
  + Determination towards getting the job done.
  + To appreciate the time factor and work effectively for deadlines
  + Good communication skills
  + Excellent written and oral communication skills in English, Hindi and Bengali
  + Excellent ability to work in a team.
  + Adaptability to work situation and circumstances.
  + Adhere to safety norms.