

About Me

A jovial, diligent **Lawyer** with **3+ year** of experience who embraces new challenges and is an excellent team player.

Objective

Seeking responsible position as an employee in an esteemed law firm or company which will explore my potentials of innovative ideas and leadership skills and giving them an opportunity for development and perfection, while offering me a professional growth.

Work Experience

Progressive Food Products	Lawyer	Nov, 2023- Apr, 2024
Adriot Legal Services	Junior Advocate	July, 2023- Oct, 2023
District Courts	Junior Lawyer	Aug, 2021- July, 2023
District Courts	Legal Intern	June, 2020- Aug, 2021
Antara Asylum	Intern	Jan, 2019-Mar, 2019

Responsibilities:

Nov, 2023- Till date

Lawyer, In Progressive Food Products a Food manufacturing firm

- I joined their legal team as a lawyer and managed legal compliances, created various agreements as needed, prepared legal documentation, other drafting's and obtained various licenses.
- I also provided advice on a variety of topics, and engaged in communication and negotiation with parties. Additionally, contribute two other lawyers with their tasks.
- Good functional knowledge of the food safety system, including hazard analysis, hazard removal, filing annual return, conducting internal food safety hygiene audits, remedial action, implementation, documentation, and record verification for the FSMS. Coordinating with external accredited food laboratories to conduct chemical and biological assessments on food, proactively identifying areas for improvement and potential problems to maintain smooth operation, and making recommendations to improve the customer experience.

July, 2023- Oct, 2023

Junior Advocate; Articleship in Adriot Legal Services a Law Firm

- I provide assistance with litigation, case analysis, drafting, case filling, legal documentation, and property registration as a junior Advocate.

Aug, 2021- July, 2023

Junior Lawyer; District Courts

- As a Junior Lawyer, I'm conversant with composing and compiling legal documents, such as agreements, deed writing, affidavits and declarations, residential and commercial property registration. I keep records of recent District Courts, Consumer Disputes Redressal and Municipal Assessment Tribunal court, enter daily data about clients and cases and obtain and review commercial and residential law suits documents.
- I also assist senior lawyers for different client and respective cases, regarding that communicate with different clients and meet up with them. I'm in charge of two newly admitted attorneys and two law clerks. I often set up tasks for them and

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Law Exposure (Primary)

- Legal **Compliance**
- **Intellectual Property Right Law**
- **Contract Management**
- **Legal Research**
- **Organized**
- **Excellent Communication ability**
- **Multitasking**
- **People Management**
- **Negotiation**
- **Litigation Support and Case Analysis**
- **Legal Drafting and Documentation**
[Hands on experience on this Writing]
- **Property Registration**
[Excellent hands-on experience]
- Case filing

Computer Skills (Primary)

- Operating System: Windows 10.
- Software: MS Word, MS Excel, MS Power Point

Hobby

Taking responsibility is my hobby.

Key Achievement

- In the course of my professional practice, I interact with a variety of customers. One client, a 35-year-old lady, has been married for nine years. However, she has only spent a short period of time after the marriage—four to five months—together before they decided to separate and she now resides with her parents. She wanted to escape that marriage, but the lawyer she hired let her. When I discovered this, I took all of her marriage-related paperwork and filed for a mutual divorce in accordance with Section 13B of the Hindu Marriage Act. She received freedom from her nine-year marriage following such processes, which had only been delayed due to the other advocate's carelessness.
- Another instance I can bring up is that of an elderly woman who, at the age of roughly 80, wished to give part of her of the family estate to her son rather than her daughter because, in her opinion, her daughter had neglected her mother and had even abdicated all duty for her. But her son is the

regularly take updates on the progress of the projects.

- In between these years, I also handle thirty clients, ten divorce cases, and nearly fifty property registrations.

July, 2020-Aug, 2021

Legal Intern; District Courts

- I maintain track of recent District Civil and Criminal Court cases as a legal intern, and I enter daily data regarding clients and cases. I also keep track on the work of other Law Clerks. I support them in legal drafting.

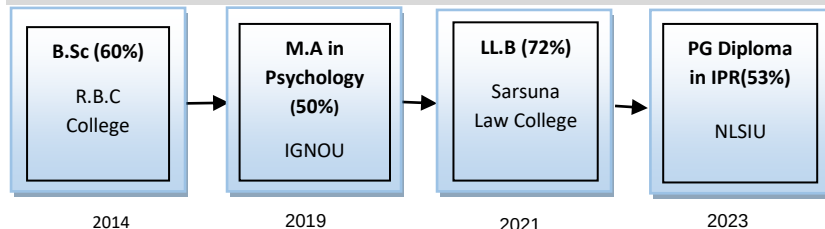
Jan, 2019-Mar, 2019

Intern, Antara Asylum

- As an intern, I am responsible for taking patient histories and conducting interviews, as well as observing and participating in activities at Antara Asylum's various units.

one who cares for her the most and feels like he belongs with her. After she contacted me, I drafted a gift deed for her son in accordance with her wishes. This elderly woman was ecstatic afterwards and blessed me.

Education



Language

- English
- Bengali
- Hindi