**PERSONAL SUMMARY**

An efficient professional who is client focused with ability to build strong relationships with internal and external clients. Have the ability to work quickly and accurately under pressure, dealing confidently with changing and conflicting priorities.
Aspiring to gain entry and start a challenging career with an ambitious and high profile company that offers a genuine opportunity for progression.

**ACADEMIC QUALIFICATIONS**

**BACHELOR OF LAW**
ASMITA COLLEGE OF LAW
MUMBAI UNIVERSITY MAHARASHTRA BOARD MARCH 2014
52% SECOND CLASS

**BACHELOR OF ARTS (Sociology)**RAMNIRANJAN JHUNJHUNWALA COLLEGEMUMBAI UNIVERSITY MAHARASHTRA BOARD MARCH 200753% SECOND CLASS

**HIGHER SECONDARY EDUCATION (Science)**D.A.V COLLEGE
MUMBAI UNIVERSITY MAHARASHTRA BOARD MARCH 2004
50% SECOND CLASS

**SECONDARY SCHOOL CERTIFICATE (SSC)**KENDRIYA VIDHYALAYA BHANDUP
DELHI BOARD MARCH 2002
60% FIRSTCLASS

**WORK EXPERIENCE**

Legal Junior Advocate (Internship)

**Advocate Arun Ghume**January 2015 – July 2015 C.S.T, Mumbai (High Court)

### Legal assistant

**Deepak Sharma and Associates**June 2014 – December 2014 (6 MONTH) C.S.T, Mumbai (High Court)

 **JOB DESCRIPTION:**

* Arranging meetings & assisting with the drafting & amending of legal documents.
* Collected information related to cases from clients and witnesses through discussions and interviews.
* Creating court/matter bundles, filing & issuing documents at court.
* Performing legal research.
* Bulk printing, arranging photocopying, copy-checking, indexing, file preparation.
* Represented clients in courts and attended cases.

###  Senior Associate

**WNS Global Services Pvt. Ltd**
June 2012 – March 2013

**JOB DISCRIPTION:**

* Back office (British Airways)
* Emailing process

### Senior Tele -Calling Executive

##### **Citizen info line ltd.** March 2011 – March 2012

**JOB DESCRIPTION:**

* Back Office
* B2B calling process (Out Bound Domestic calls only)
* Selling spaces in yellow directory.
* Calling to the existing clients for renewable of the package.

### customer service representative

##### **Godrej Lawkim**March 2008 – FEB 2011 Thane, Mumbai

**JOB DESCRIPTION:**

* B.P.O Executive (Outbound Calling Process)
* Data calling and Lead generation.
* Selling Birla Sun life Insurance Plan on calls.
* Offering new Investment plans to the existing and new clients on calls.

 **KEY SKILLS AND COMPETENCIES**

* Ability to exercise discretion and to remain poised under pressure.
* Ability to work on your own initiative without close supervision.
* Organized, self-motivated, efficient and flexible. .
* Confidentiality

**ADDITIONAL QUALIFICATION:**

* Have done MS.CIT. Course
* Internet Operations and Surfing
* Microsoft Office
* Microsoft Excel , Microsoft Word, PowerPoint

**AREAS OF EXPERTISE**

* General administration
* Legal research
* Summarizing legal documents
* Preparing reports

**PERSONAL SKILLS**

* Reliable and adaptable
* Effective written & oral communication skill.

**PERSONAL DETAILS**Nationality : Indian
Date of Birth : January 14, 1985

Language Proficiency: English, Hindi, Marathi
Marital Status : Single
Hobbies : Reading Novels, Playing Chess, Singing
 Sketching and Painting (Gold and silver medal
 in All India Painting Competition)


**Gulfjobseeker.com CV No:** **1491936**