**Curriculum Vitae**

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|  | **Fatima**  |  |
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**Career Objective:**

To strive for excellence, to work in such an environment that will enhance my knowledge and career, where I can perform all legal functions in an organization in order to achieve desired outcome and success.

**JOB EXPERIENCE:**

**Worked as an Assistant lawyer under senior High Court lawyer Adv. J R Serrao from June 2014 to April 2015**

* Have appeared before Trial/District Courts, and have gained sufficient practical knowledge regarding court procedures in civil as well as criminal matters.
* Independently pleaded and argued on various applications in the open court as well as other authorities such as Mamlatdars, Joint Mamlatdars, Sub-Divisional Officers..
* Drafting of Civil Suits and have also drafted criminal complaints/private complaints;
* Filing of forms relating to Mutation of land (Form I & Form IV);
* Preparing Title Report on the basis of investigation of documents relating to immoveable property,
* Filing of civil suits/ private/criminal complaint.
* Drafting of Deed of sale, Agreement for sale/assignment/transfer of rights/ Deed of gift/trust etc.;
* Execution of documents such as Deed of sale, Agreement of sale, Power of Attorneys.
* Drafting and execution of Leave and License agreements.
* Registration of deeds/agreements before the District Sub-Registrar.
* Drafting of legal opinion.
* Preparation of all legal documents.
* Maintaining file of all recent Supreme Court decisions.

**Continued Legal practice independently from June 2015 till January 2016**

* Undertook Property transfer matters independently.
* Drafted and executed various Leave License Agreements.
* Executed Agreements to Sale with the Sub- Registrar.
* Drafted and executed Title documents such as Sale Deed.
* Issued Legal notices and private complaints.
* Giving legal opinion and advice.

**ACHIEVEMENTS:**

* Felicitated by all Goa Muslim Jamat for securing (Distinction) in HSSC.
* Felicitated by Popular Front of India for meritorious performance in LLB.
* Participated in All Goa Inter-College Elocution Competition and secured third Position.
* Participated in Mock Court Competition

**Educational Qualification:**

* LLB (Degree) - Govind Ramnath College of law 2014.
* B.com (Bachelor of Commerce )- Rosary college Navelim,

 Affiliated to Goa University: passed 2011

* HSSC – Rosary higher secondary school 2008, Goa board.
* ICSE -Manovikas English medium school 2006, Delhi board.

**COMPUTERS:**

Operating System WIN 98, 2000, PROFESSIONAL, XP, VISTA

Languages C, C++, C & D.S

Packages MS OFFICE

**SKILLS:**

Excellent Negotiating Skills

Interpersonal Skills

Organizational skills

Analytical Skills

Confident speaker

Team leader

**HOBBIES:**

Playing Table tennis

Listening to Music

Learning new skills

**WORKSHOPS ATTENDED:**

Legal Aid Seminars

Talks by eminent Judges and Lawyers

Moot court sessions

Negotiation Skills

**PERSONAL PROFILE:**

|  |  |  |
| --- | --- | --- |
| Date of Birth |  : | 29th September 1990  |
| Marital Status  | :Married |
| Nationality | : | Indian |
| Sex |  | : female  |
| Strengths | : | Team Player, quick Learner, Hardworking, Excellent Negotiating Skills and |
|  | : | Listener. |
| Languages | : | English, Hindi, Konkani, and Urdu |

**Job Seeker First Name / CV No: 1717002**

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